

IPSA Internal Expense Form

Employee Name:	<input type="text"/>	New Creditor Set up form	Expense Period:
GP ID:	<input type="text"/>		<input type="text"/>
Department to be billed:	COMMS		
Reason For the Expenses:	Mental Health Breakfast		
I confirm that i have complied with the IPSA Expenses Claim Policy, That I have provided receipts and/or support evidence for all amounts claimed and that the costs claimed were incurred Entirely on official duties		<div>Yes</div> <div>Full guidance can be found here</div>	

Mileage Expenses Calculator

Date From	Date To	Milage Type	NUMBER OF MILES	DESCRIPTION	Finance Codes	COST

#N/A

General Expenses

Date From	Date To	Unit Cost	CATEGORY	QUANTITY	DESCRIPTION	Finance Codes	COST
14/05/2018	14/05/2018	29.2	Other	1	Sainsburys food and drink	2435-0000	£29.20
							£0.00
							£0.00
							£0.00
							£0.00
							£0.00
							£0.00
							£0.00
							£0.00
							£0.00
							£0.00
							£0.00
							£0.00
TOTAL REIMBURSEMENT							£29.20

In line with current HMRC policy, original paper copies are not required and so you may email a copy of this completed form along with digital copys of any receipts to linked address financeteam@theipsa.org.uk, all approval will take place on the purchase managment system.

Sainsbury's

live well for less

WINSTR MRSHAM ST LOCAL
TBC

Sainsbury's Supermarkets Ltd
33 Holborn London EC1N 2HT
www.sainsburys.co.uk
Vat Number : 660 4548 36

*5P BAG FOR LIFE	£0.05
JS FT SML BANANAS X8	£1.10
*KETTLE CHIPS	£1.25
JS MILK CHC COOKIES	£1.10
PAIN AU CHOCOLAT	
2 @ £0.75	£1.50
CROISSANT JS CHC/HZL	
2 @ £0.75	£1.50
CROISSANT	
2 @ £0.75	£1.50
*M&MS PEANUT POUCH	£1.00
*MALTESERS POUCH	£1.00
*MINSTRELS POUCH	£1.00
JS DBLE CHC COOKIES	£1.10
*5P BAG FOR LIFE	£0.05
APPLES ROYAL GALA X6	£1.65
JS BANANA MILK	£1.00
*TROP CLASSICS 950ML	£1.50
JS CHOCOLATE MILK	£1.00
*TROP APPLE & MANGO	£1.50
JS HOUMOUS	£1.40
ONKEN FF VANILLA	£1.00
ONKEN MANGO 450G	£1.00
JS WHITE SDLSS GRAPE	£1.90
JS BLUEBERRIES 150G	£2.10
TTO EASY PEEL 600G	£1.90
TTO WHITE BAGUETTE	£1.10

27 BALANCE DUE
DEBIT MASTERCARD

£29.20

£29.20

contactless)))

[ICC] **** * [REDACTED]

A00000000041010

AID:

00

PAN SEQUENCE:

***16933

MERCHANT:

103054

AUTH CODE:

No Cardholder Verification

CHANGE

£0.00

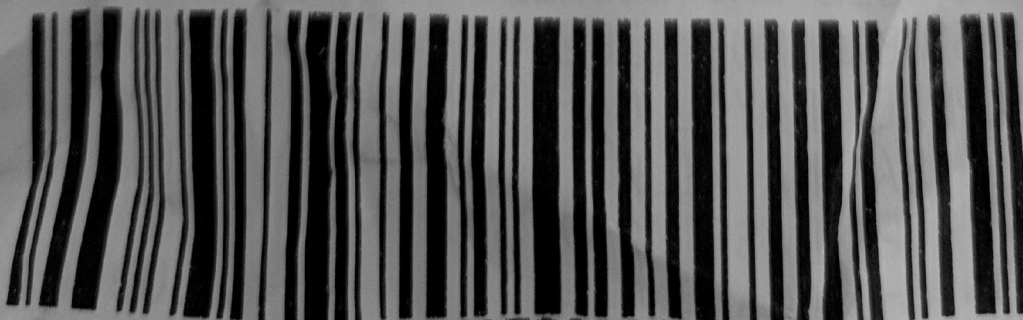
WITH NECTAR YOU WOULD HAVE EARNED:

POINTS

29

REGISTER AT www.nectar.com

PLEASE KEEP FOR YOUR RECORDS
PUBLISHED TERMS AND CONDITIONS APPLY



6294369005258000140518