

IPSA Internal Expense Form

Employee Name:	<input style="width: 90%;" type="text"/>	New Creditor Set up for
GP ID:	<input style="width: 90%;" type="text"/>	Expense Period: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
Department to be billed:	COMMUNICATIONS	
Reason For the Expenses:	Breakfast with the Bosses	
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	Yes	

[Full guidance can be found here](#)

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
18/09/2018	18/09/2018	36.15	Other	1	or Breakfast with the Bosses - bought on 18	2435-0000	£36.15
							£0.00
							£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							£36.15

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

WMNSTR MRSHAM ST LOCAL
TBC

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

DUPLICATE RECEIPT

JS TANGERINES 600G	£1.60
JS WHITE SDLSS GRAPE	£1.90
NY C AND R BAGEL	£1.50
*MALTESERS POUCH	£1.00
*MINSTRELS POUCH	£1.00
*JS NFC O/J SMOOTH	£1.35
*JS NFC OJ WITH BITS	£1.40
*JS APPLE JUICE	£1.40
JS CHOCOLATE MILK	£1.30
TTD WHITE BATON	£0.70
TTD WHITE BATON	£0.70
JS 12 B/BERRY MUFFIN	£1.80
JS STRAWBERRIES 400G	£2.20
JS STRAWBERRIES 400G	£2.20
JS WHITE SDLSS GRAPE	£1.90
CROISSANT	
4 @ £0.75	£3.00
CROISSANT JS CHC/HZL	
4 @ £0.75	£3.00
CROISSANT JS CHC/HZL	
4 @ £0.75	£3.00
CROISSANT ALMONDJS	
4 @ £0.75	£3.00
JS MIXD S/LSS GRAPES	£2.20
32 BALANCE DUE	£36.15
Visa Debit	£36.15
[ICC] **** * []	