



EastCoastbuses Lothiancountry **EVE**

EDINBURGH BUS TOURS LOTHIAN MOTORCOACHES

LOTHIAN BUSES LTD RE-IMBURSEMENT OF BUSINESS EXPENSES

Name:

Date:

Designation:

Personal Petty Cash*

DETAILS OF TRAVEL EXPENSES	NET £	VAT £	TOTAL £
Business Mileage miles @ 45p per mile			
Rail			
Taxi			
Tube			
Air			
Parking			
Other (please specify):			
DETAILS OF SUBSISTENCE EXPENSES			
Accommodation			
Lunch/Evening Meals			
Entertaining			
Other (please specify):			
OTHER BUSINESS EXPENSES			
Postage			
Office Consumables			
Other (please specify):			
FINANCE DEPARTMENT USE ONLY			
Arithmetic		Claim Total	£
Check:		BACS <input type="checkbox"/> CASH <input type="checkbox"/>	
	_____	Claimants Signature:	
	£	Authorising	
	_____	Signature:	
Nominal Code: _____		Received by:	
VAT Code: 10 - 1192			

* PETTY CASH WILL ONLY BE A CASH CLAIM AND MUST BE RE-IMBURSED ON RECEIPT OF PAYMENT