

# Thorpe on the Hill Parish Expense form

Purpose: \_\_\_\_\_

Pay Period	
From:	<input type="text"/>
To:	<input type="text"/>

Name: \_\_\_\_\_  
Employee ID: \_\_\_\_\_

Department: \_\_\_\_\_  
Manager: \_\_\_\_\_

Date	Description	Air & Trans.	Lodging	Fuel / Mileage	Phone	Meals & Tips	Entertainment	Other	Total
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	

Subtotal	<input type="text"/>
Advances	<input type="text"/>
Total Reimbursement	<input type="text"/>

Note: Mileage reimbursement for personal car = .40p/mile

*Itemised Expenses or Description for "Other"*

Date	Description	Amount

**\* Don't forget to attach receipts \***

\_\_\_\_\_  
**Authorised By** **Date**

*For Office Use Only*