

Expense report for Charlie Taylor: September 2024

Non mileage

Date	Expense Type	Other Information	Original Receipt Required	Receipt Missing	Reimbursable Amount (GBP)
04-Sep-2024	Overnight Subsistence - more than 5 miles	HMI Prisons claim for overnight subsistence/friends and family allowance. Limit increased to £25 with approval of the MoJ People Function with effect from 18 September 2023 – any queries please refer to Sian Goundiam (SSCL). Receipts are no	✔		25.00
11-Sep-2024	Overnight Subsistence - more than 5 miles	HMI Prisons claim for overnight subsistence/friends and family allowance. Limit increased to £25 with approval of the MoJ People Function with effect from 18 September 2023 – any queries please refer to Sian Goundiam (SSCL). Receipts are no	✔		25.00
18-Sep-2024	Overnight Subsistence - more than 5 miles	HMI Prisons claim for overnight subsistence/friends and family allowance. Limit increased to £25 with approval of the MoJ People Function with effect from 18 September 2023 – any queries please refer to Sian Goundiam (SSCL). Receipts are no	✔		25.00
16-Sep-2024	Other Travel - General	Attended Seminar, taxi required as limited transport links			19.80
				Total	94.80

Mileage

End Date	Expense Type	Other Information	Total Miles	Mileage Rate	Original Receipt Required	Receipt Missing	Reimbursable Amount (GBP)
24-Sep-2024	General Mileage	Attended HMP Coldingley	44.8(Miles)	0.45			20.16
Total							20.16