

User Expense Report: User Expenses PDF Report exmaple (26 Apr 2022 - 13 Oct 2022)

User	Ex VAT	VAT	Inc VAT
Alan Osmond (432)	£176.36	£19.65	£196.01
Andrew Boyd (431)	£50.00	£0.00	£50.00
Becca Johnson (460)	£194.56	£0.00	£194.56
Claire Knight (401)	£250.00	£0.00	£250.00
Ellie Grey (410)	£1.50	£0.00	£1.50
Mark Adams (406)	£50.00	£0.00	£50.00
Martin Stovold (431)	£8.00	£0.00	£8.00

User: Alan Osmond (432)

Expense No.	Date	Description	Category	Project	Receipt	Outside Policy	Ex VAT	VAT	Inc VAT
7663173	25 May 2022	Mouse and Keyboard	IT Software and Consumables		No	Yes	£62.00	£0.00	£62.00
8092513	17 Jun 2022	Fuel	Fuel		Yes	No	£98.24	£19.65	£117.89
8782494	01 Oct 2022	October Implementation	Mileage	Project 1	No	Yes	£16.12	£0.00	£16.12
							£176.36	£19.65	£196.01

Categories	Ex VAT	VAT	Inc VAT
Fuel (401)	£98.24	£19.65	£117.89
IT Software and Consumables (463)	£62.00	£0.00	£62.00
Mileage (404)	£16.12	£0.00	£16.12

User: Andrew Boyd (431)

Expense No.	Date	Description	Category	Project	Receipt	Outside Policy	Ex VAT	VAT	Inc VAT
8326853	19 Aug 2022	Test	Equipment	Project 1	No	Yes	£50.00	£0.00	£50.00
							£50.00	£0.00	£50.00

Categories	Ex VAT	VAT	Inc VAT
Equipment (406)	£50.00	£0.00	£50.00

User: Becca Johnson (460)

Expense No.	Date	Description	Category	Project	Receipt	Outside Policy	Ex VAT	VAT	Inc VAT
8782512	13 Oct 2022	Client Dinner	Client Entertaining	Project 1	No	Yes	£82.30	£0.00	£82.30
8782532	13 Oct 2022	Pick up Client from Airport	Mileage	Project 1	No	Yes	£112.26	£0.00	£112.26
							£194.56	£0.00	£194.56

Categories	Ex VAT	VAT	Inc VAT
Client Entertaining	£82.30	£0.00	£82.30
Mileage (404)	£112.26	£0.00	£112.26

User: Claire Knight (401)

Expense No.	Date	Description	Category	Project	Receipt	Outside Policy	Ex VAT	VAT	Inc VAT
8782559	13 Oct 2022	Camera	Equipment	Project 2	No	Yes	£250.00	£0.00	£250.00
							£250.00	£0.00	£250.00

Categories	Ex VAT	VAT	Inc VAT
Equipment (406)	£250.00	£0.00	£250.00

User: Ellie Grey (410)

Expense No.	Date	Description	Category	Project	Receipt	Outside Policy	Ex VAT	VAT	Inc VAT
7415857	21 Apr 2022	Dinner	Meals		No	Yes	£1.50	£0.00	£1.50
							£1.50	£0.00	£1.50

Categories	Ex VAT	VAT	Inc VAT
Meals (410)	£1.50	£0.00	£1.50

User: Mark Adams (406)

Expense No.	Date	Description	Category	Project	Receipt	Outside Policy	Ex VAT	VAT	Inc VAT
7563992	10 May 2022	Consulting Costs	Consultations		No	No	£50.00	£0.00	£50.00
							£50.00	£0.00	£50.00

Categories	Ex VAT	VAT	Inc VAT
Consultations	£50.00	£0.00	£50.00

User: Martin Stovold (431)

Expense No.	Date	Description	Category	Project	Receipt	Outside Policy	Ex VAT	VAT	Inc VAT
7412219	21 Apr 2022	Crayons	Printing and Stationery	Project 2	No	Yes	£8.00	£0.00	£8.00
							£8.00	£0.00	£8.00

Categories	Ex VAT	VAT	Inc VAT
Printing and Stationery (461)	£8.00	£0.00	£8.00