

PETTY TRAVELLING EXPENSES (Complete In BLOCK LETTERS)

Collection Headquarters Office, District or Station Payroll number..... Rank..... Period of claim.....	Name *Mr/Mrs/Miss Address to which payable order OR cash payment advice should be sent <i>Official address should be used when possible</i>
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I declare that I have actually disbursed the expenses *listed in the Petty Expenses Register / shown overleaf amounting to £..... and that they were necessarily incurred on official business. Please pay by *Cash / Payable Order.

Date..... Signature of Claimant..... *Delete as necessary

Payment approved. Rank of
 Signature..... Certifying Officer

Serial	CASH BOOK C. & E. 1010				Cheque issued
Payable Order number and date of issue	Code	Information	Exc	Cash columns	
			1	2	
			£		
Signature	FOR USE IN CASH PAYMENTS (or insert "Cheque Issued" stamp, as appropriate)				
	Received the sum of..... pounds..... (pounds in words)				
	Date..... Signature.....				

Payment advice Issued..... Initials. date

