DEFENCE
POLICE
FEDERATION

Voucher No
Account
Folio No
Date
Cheque No

CERTIFIED EXPENSE VOUCHER

NAME:

I certify that the under mentioned payments were made in respect of:

Date of meeting/event/journey:

In receipt of honoraria? YES ☐ NO ☐

TRAVEL

TYPE OF TRAVEL		FROM LOCATION	DESTINATION	COST
Air				
Rail				
Hire car/Fuel	Ref:			
Taxi				

ACCOMMODATION

LOCATION	NAME OF HOTEL	No. OF NIGHTS	COST

RECEIPTED MEALS

LOCATION	No.OF DINERS	NAME OF DINERS	COST

MISC.

ITEM	NO.	COST

TOTAL: £ .

If fully itemised receipt has not been attached an explanation should be provided.

…… _ _ / _ _ / _ _ _ _

NC/NVC/GS/NEC/SECS/HO/OTHER **DATE**

…… _ _ / _ _ / _ _ _ _

AUTHORISING SIGNATURE **DATE**