

EXPENSE CLAIM FORM

Fieldstone Engineering - Finance Department

Employee name: M. Okonjo
Employee ID: FE-4471
Period: 1 - 30 September 2026
Cost centre: CC-208 Site Works

DATE	DESCRIPTION	CATEGORY	AMOUNT
04/09	Train, Leeds to Newcastle site visit	Travel	78.40
04/09	Hotel, one night, Newcastle	Accommodation	132.00
11/09	Replacement safety boots	Equipment	89.99
19/09	Client lunch, Hartley Group	Entertaining	64.20
26/09	Parking, site compound	Travel	24.00
TOTAL CLAIMED			388.59

Receipts attached: YES

Employee signature:



Approved by: J. Brennan, 29/09/2026