

COMPANY CREDIT CARD EXPENSE CLAIM FORM

Please ensure VAT receipts are attached where ever possible.

Reclaimable VAT will be calculated by Finance

Name: [REDACTED]
 Department: Inward Investment Team
 Ext./Contact no: [REDACTED]
 Region: Global Competitiveness

1462

Payroll No: [REDACTED]
 Project/Program: [REDACTED]
 Card (A/C) No: [REDACTED]
 Statement Date: 6 April 2008

FINANCE
18 APR 2008
RECEIVED

Date	Details Of Expenditure	1322	1321	1331	1341	1351	1361	1371	1381	Other	TOTAL
		UK Taxis & Trains	Other Travel UK	European Travel	Non UK & Europe Travel	Subsistence UK	Subsistence Foreign	Hospitality UK	Hospitality Foreign		
06-Mar	South West Trains: Travel to Winchester for SECBE conference	15	T								15.00
13-Mar	South West Trains: 2 X SEEDA [REDACTED] travel to London for meeting with Governor of Wisconsin at Royal Society of Medicine	48.8	T								48.80
18-Mar	Dennis Publishing Somerton - subscription to Renewable Energy Magazine (No receipt received yet - have requested one)									Sub 208 42.99	42.99
For Finance Use Only		63.8	0	0	0	0	0	0	0	42.99	106.79
											TOTAL
											STATEMENT TOTAL

40068423

pd. 22/4/08

Cardholder	[REDACTED] SIGNATURE	[REDACTED] PRINT NAME	DATE
Line Manager	[REDACTED]	[REDACTED]	17-04-08
Authorised by	[REDACTED]	[REDACTED]	17-4-08



SOUTH EAST
ENGLAND
DEVELOPMENT
AGENCY

Working for England's World Class Region

COMPANY CREDIT CARD EXPENSE CLAIM FORM

Please ensure VAT receipts are attached where ever possible.

Reclaimable VAT will be calculated by Finance

FINANCE
25 JUL 2008
RECEIVED

Name: [Redacted]
 Department: Inward Investment Team
 Ex/Conf: [Redacted]
 Region: Global Competitiveness
 1462

[Redacted]
 05 Jul 08

Date	Details Of Expenditure	1322 UK Taxes & Trains	1321 Other Travel UK	1331 European Travel	1341 Non UK & Europe Travel	1351 Subsistence UK	1361 Subsistence Foreign	1371 Hospitality UK	1381 Hospitality Foreign	Other	TOTAL	
14/05/08	www.interchangecomms.com - registration to attend the FDI Expo & Tradex								2920	126.5	126.50	
20/05/08	South West Trains - Brookwood to London to attend the BABI Gala Dinner hosted by American Ambassador	14.3	T								14.30	
21/05/08	Biotechnology Industry: [Redacted] registration to attend BIO 2008 in San Diego - REQ: 3071768 SE 24083								2810	940.99	940.99	
05/06/08	London Underground: meetings in London with Barclays Bank and Silver Levene - Inward Investment lead generation relationships	5.3	T								5.30	
		19.6	0	0	0	0	0	0	0	0	1067.49	
For Finance Use Only											TOTAL	1087.09
											STATEMENT TOTAL	

40072736

Cardholder	SIGNATURE	PRINT NAME	DATE
Line Manager	[Redacted]	[Redacted]	25/07/08
Authorised by	[Redacted]	[Redacted]	25/07/08

* INC. ANY VAT

COMPANY CREDIT CARD EXPENSE CLAIM FORM

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FINANCE
25 JUL 2008
RECEIVED

Name: [REDACTED]
Department: Inward Investment Team
Ext./Contact no. [REDACTED] 1462
Region: Global Competitiveness

Payroll No. [REDACTED]
Project/ Coprogram [REDACTED]
Card (AVC) No. [REDACTED]
Statement Date: 06-Jul-08

Date	Details Of Expenditure	1322	1321	1331	1341	1351	1361	1371	1381	Other	TOTAL
		UK Taxis & Trains	Other Travel UK	European Travel	Non UK & Europe Travel	Subsistence UK	Subsistence Foreign	Hospitality UK	Hospitality Foreign		
05/06/08	Smollensky's London - Refreshment for SEEDA x 2 [REDACTED] Meeting in London with Barclays bank										
05/06/08	South West Trains - Meetings in London with Barclays Bank & Silver Levene	18.8	T			33.86					33.86
09/06/08	South West Trains - SEEDA x 2 [REDACTED] attend US Clean Energy Reception hosted by UKTI Boston	28.60	T								18.80
11/06/08	Wentworth Club Ltd - deposit for FAC/SEEDA event 16th July 08 REQ: 3071770 SE24083.										28.60
19/06/08	Greens Wine Bar Winchester - refreshments for SEEDA x 2 [REDACTED] [REDACTED] and Megellan Petroleum (Inward Investor) while doing location search									2870	1000
20/06/08	Hotel Del Coronado USA - Hotel Accommodation for [REDACTED] while attending BIO2008 representing SEEDA PO2027141 SE 23522 No Receipts					31.13		31.12			62.25
02/07/08	Starbucks coffee - refreshments for SEEDA x 1 [REDACTED] and Inward Investor Direct Buy (x1) while doing location search									2840	754.97
03/07/08	Feng Sushi Ltd - refreshments for SEEDA x 1 [REDACTED] and Inward Investor Direct Buy (x2) for meeting in London with Bank					4.15		4.15			8.30
03/07/08	South West Trains - for meeting with Inward Investor Direct Buy and introductions to Bank	24.4	T			23.16		46.34			69.50
		71.8		0	0	0	33.86	0	140.05	0	1754.97
For Finance Use Only											2000.68
											TOTAL
											STATEMENT TOTAL

Cannot Approve His own MEAL.

40572735
5.8.08

Cardholder: [REDACTED]	SIGNATURE	PRINT NAME	DATE
Line Manager: [REDACTED]	[REDACTED]	[REDACTED]	25/07/08
Authorised by: [REDACTED]	[REDACTED]	[REDACTED]	25/07/08



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COMPANY CREDIT CARD EXPENSE CLAIM FORM

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FINANCE
- 9 OCT 2008
RECEIVED

Name: [REDACTED]
Directorate: Global Competitiveness
Ext./Contact no.: [REDACTED]
Region: Inward Investment, North American Team

1462

Payroll No. [REDACTED]
Project/ Coprog: SE93010
Card (A/C) No. [REDACTED]
Statement Date [REDACTED]

Date	Details Of Expenditure	Project No.	1322 UK Taxis & Trains	1321 Other Travel UK	1331 European Travel	1341 Non UK & Europe Travel	1351 Subsistence UK	1361 Subsistence Foreign	1371 Hospitality UK	1381 Hospitality Foreign	Other	TOTAL	
03/07/08	British American Business Council LA - Corporate Membership for [REDACTED] REQ: 3072653	INWNA									CODE 1500 519.91	519.91	
13/07/08	The White Hart Woking - Team Lunch for SEEDA US and US team (Reps Week w/c 13 July 08) REQ: 3072656	INWNA							CODE 2810 377.40			377.40	
14/07/08	Kudos Hospitality: refreshments for [REDACTED] at Farnborough Air Show	INWNA					37.74	*				37.74	
15/07/08	South West Trains: tickets for [REDACTED] and [REDACTED] meetings in London	INWNA	33.45	T								33.45	
15/07/08	South West Trains: tickets for [REDACTED] (Meetings in Oxford and London)	INWNA	59.00	T								59.00	
15/07/08	Comet Group Guildford - purchase of Tom Tom satellite navigation for team. See Memo signed by [REDACTED] REQ: 3072659	INWNA					45.25	*			CODE 2510 299.98	* 299.98	
16/07/08	Feng Sushi - refreshments in London on [REDACTED]	INWNA										45.25	
16/07/08	South West Trains: tickets for [REDACTED] meetings in London	INWNA	35.20	T								35.20	
17/07/08	South West Trains: tickets for [REDACTED] meetings in London	INWNA	48.80	T								48.80	
18/07/08	Starbucks Wisley - refreshments on the way to meeting in Slough for [REDACTED]	INWNA					12.45	*			Sub 208.	12.45	
24/07/08	New Scientist - subscription renewal	INWNA	176.45	0.00	0.00	0.00	95.44	0.00	377.40	0.00	128.00	947.89	
For Finance Use Only													
												STATEMENT TOTAL	1,597.18

40575875
23.10.08

	SIGNATURE	PRINT NAME	DATE
Cardholder	[REDACTED]	[REDACTED]	30/09/08
Line Manager	[REDACTED]	[REDACTED]	7/10/08
Authorised by	[REDACTED]	[REDACTED]	

COMPANY CREDIT CARD EXPENSE CLAIM FORM

Please ensure VAT receipts are attached where ever possible.
Reclaimable VAT will be calculated by Finance

FINANCE
16 OCT 2008
RECEIVED

Name: [REDACTED]
Directorate: Global Competitiveness
Ext./Contact no: [REDACTED]
Region: Inward Investment, North American Team

1462

Payroll No. [REDACTED]
Project/ Ccprog: SE93010
Card (A/C) No. [REDACTED]
Statement Date: 5 October 2008

Date	Details Of Expenditure	Project No.	1322 UK Taxis & Trains	1321 Other Travel UK	1331 European Travel	1341 Non UK & Europe Travel	1351 Subsistence UK	1361 Subsistence Foreign	1371 Hospitality UK	1381 Hospitality Foreign	Other	TOTAL
15/09/08	Southwest trains: Meeting with Goddard Composites In London	INWNA	17.60	T								0.00
15/09/08	Nando's Nottingham: Meeting with Goddard Composites In London (Goddard x 2, SEEDA x 1)	INWNA							24.20			17.60
16/09/08	South West Trains: meeting in Reading with SECBE and Goddard Composites	INWNA					12.10	#	36.30			0.00
16/09/08	Dolce Vita Reading: meeting with SECBE and Goddard Composites (SECBE x 1, Goddard x 2 and SEEDA x1)	INWNA	9.20	T					87.27			9.20
18/09/08	Bull Greenhithe (RECEIPT LOST): meeting with Dartford Council & Goddard Composites (Dartford x 1, Goddard x2 and SEEDA x 1)	INWNA					29.08	*	116.35			0.00
03/10/08	Asiatare London: emergency flight for [REDACTED] (she was unable to book a flight at last minute due to complications in US whilst hosting Pam Alexander visit)	INWNA				221.47		7.31	29.22			0.00
For Finance Use Only			26.80	0.00	0.00	221.47	0.00	0.00	181.88	0.00	0.00	430.15
STATEMENT TOTAL											430.15	

42075874
23.10.08

SIGNATURE		DATE
Cardholder	[REDACTED]	15/10/08
Line Manager	[REDACTED]	16/10/08
Authorised by	[REDACTED]	

\$21.84 Returned
to finance

26/1/09

* INC. AMT
VAT.

SEEDA SOUTH EAST
ENGLAND
DEVELOPMENT
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COMPANY CREDIT CARD EXPENSE CLAIM FORM

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FINANCE
26 JAN 2009
RECEIVED

Name: [Redacted]
 Directorate: Global Competitiveness
 Ext./Contact no: [Redacted]
 Region: Inward Investment, North American Team

1462

Payroll No. [Redacted]
 Project/ Coprog: SE93010
 Card (A/C) No. [Redacted]
 Statement Date: 07 December 2008

Date	Details Of Expenditure	Project No.	1322 1321 1331 1341 1351 1361 1371 1381									
			UK Taxis & Trains	Other Travel UK	European Travel	Non UK & Europe Travel	Subsistence UK	Subsistence Foreign	Hospitality UK	Hospitality Foreign	Other	TOTAL
13/11/08	Giraffe Guildford: lunch with UKTI Toronto (x1) and SEEDA (x1)	INWNA					18.90		18.90	37.80		37.80
15/11/08	Heathrow: Travelex for Boston Trip (see attached doc for receipts of cash)	INWNA									217.31	217.31
15/11/08	Handling fee (no receipt)	INWNA									6.52	6.52
18/11/08	Staples Boston - invitations for GreenBuild Roundtable Dinner	INWNA									STANRY 22.27	22.27
23/11/08	Westin Copley Hotel - hotel accommodation for [Redacted] for Greenbuild PO2030032	SE24083				1,333.16		1,333.16				1,333.16
25/11/08	South West Trains - meeting in London with Silver Levene (Multiplier) and PSD Global (Investor)	INWNA	27.70									27.70
02/12/08	White Hart Beaconsfield - lunch meeting with Oury Clark (x2) and SEEDA (x 2)	INWNA					34.87		34.87	69.73		69.73
03/12/08	South West Trains - meeting in London with SECBE and Serious Material (investor)	INWNA	27.70									27.70
03/12/08	Dorchester Hotel - refreshments for Serious Materials (x1), SECBE (x1) & SEEDA (Jim Brathwaite, Pam Alexander & [Redacted])	INWNA					20.81		13.87	34.68		34.68
			55.40	0.00	0.00	1,333.16	0.00	0.00	142.21	0.00	246.10	1,776.87
For Finance Use Only												
											STATEMENT TOTAL	1,776.87

	SIGNATURE	PRINT NAME	DATE
Cardholder	[Redacted]	[Redacted]	26/1/09
Line Manager	[Redacted]	[Redacted]	26/1/09
Authorised by	[Redacted]	[Redacted]	

4080112
5.2.09

1462

COMPANY CREDIT CARD EXPENSE CLAIM FORM

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Name: [Redacted]
Directorate: Global Competitiveness
E-mail/Contacting: [Redacted]
Region: Inward Investment, North American Team

Payrolling: [Redacted]
Project/AC/PCG: SE93010
Card (A/C) No: [Redacted]
Statement Date: 05 February 2009

FINANCE
10 MAR 2009
RECEIVED

Date	Details Of Expenditure	Project No.	UK Taxes & Trains	Other Travel UK	European Travel	Non UK & Europe Travel	Subsistence UK	Subsistence Foreign	Hospitality UK	Hospitality Foreign	Other	TOTAL	
08/01/09	Auberge Guildford - Business development meeting with BPS Europe (1) & SEEDA (4)	INWNA					23.70*		71.12			0.00	
13/01/09	Café Ritazza Reading - subsistence for meeting with TVEP Inward Investment Working Group Meeting	INWNA						4.64*	94.82			94.82	
13/01/09	South West Trains to Reading for TVEP Inward Investment Working Group Meeting	INWNA										0.00	
15/01/09	Pizza Express Guildford - Business development meeting with Rawlinson Butler (2) and SEEDA (4)	INWNA	10.50	T								0.00	
20/01/09	Heron on the Lake - Business development meeting with United Business Centres (1) & SEEDA (1)	INWNA					43.33*		21.67			0.00	
21/01/09	FT Newspapers subscription - [Redacted]	INWNA					20.40*		2039.40.75			0.00	
21/01/09	new SEEDA Director for Business Development	INWNA										0.00	
21/01/09	South West Trains to London, business development meeting with Taylor Wessing	INWNA								50320.00	130.00	130.00	
26/01/09	South West Trains to London, meeting with UKTI US Bio team	INWNA	25.90	T								0.00	
26/01/09	South West Trains to London, meeting UKTI US Bio team	INWNA	25.90	T								0.00	
26/01/09	chez Gerard London - meeting with UKTI US Bio Team (x4) and SEEDA (x2)	INWNA	29.40	T					137.87			0.00	
For Finance Use Only			91.70	0.00	0.00	0.00	68.93*	4.64	206.80	407.41	0.00	130.00	633.75
STATEMENT TOTAL												633.75	

40081958.
12/3/09

Cardholder	SIGNATURE	PRINT NAME	DATE
Line Manager	[Redacted]	[Redacted]	09/03/09
Authorised by	[Redacted]	[Redacted]	9-3-09

COMPANY CREDIT CARD EXPENSE CLAIM FORM

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Name: [REDACTED]
Directorate: Global Competitiveness
Ext./Contact no. [REDACTED]
Region: Inward Investment, North American Team

1462

Payroll No. [REDACTED]
Project/ Ccprog: SE93010
Card (A/C) No. [REDACTED]
Statement Date: 05 March 2009

16 MAR 2009
RECEIVED

Date	Details Of Expenditure	Project No.	1322		1321		1331		1341		1351		1361		1371		1381		TOTAL
			UK Taxes & Trains	Other Travel UK	European Travel	Non UK & Europe Travel	Subsistence UK	Subsistence Foreign	Hospitality UK	Hospitality Foreign	Other								
10/02/09	Sloe Bar Café Waterloo Station - subsistence in London for early morning BABI meeting	INWNA					6.65	*											0.00
10/02/09	South West Trains - networking BABI meeting in London	INWNA	29.40	T															6.65
12/02/09	Il Gusto - business development meeting with Manches (x1) and SEEDA (x1)	INWNA					20	*		20	40.00								0.00
12/02/09	South West Trains - for meeting with Manches in Reading	INWNA	12.30	T															0.00
20/02/09	Pizza Express Guildford - business development meeting with Rawlinson Butler (x2) and SEEDA (x4)	INWNA					50.53	*		25.27									0.00
26/02/09	South West Trains - meeting with US UKTI Managers	INWNA	18.30	T						75.90									75.80
04/03/09	Feng Sushi London - business development with Goddard - Inward Investor in London (EcoBuild 09)	INWNA					13	*		13	26.00								0.00
04/03/09	South West Trains - attend EcoBuild and meet with Goddard - Inward Investor in London	INWNA	25.90	T															0.00
																			0.00
																			0.00
																			0.00
For Finance Use Only			9.90	0.00	0.00	0.00	6.65	0.00	141.80	0.00	0.00								234.35
STATEMENT TOTAL																			234.35

40082395
25/3/09

	SIGNATURE	PRINT NAME	DATE
Cardholder	[REDACTED]	[REDACTED]	16/03/09
Line Manager	[REDACTED]	[REDACTED]	16.3.09
Authorised by	[REDACTED]	[REDACTED]	