

40069945
4/6/08

STEDA

STEDA

COMPANY CREDIT CARD EXPENSE CLAIM FORM
Please ensure VAT receipts are attached where ever possible
Reclaimable VAT will be calculated by Finance

FINANCE
4 JUN 2008
RECEIVED

Name: [Redacted]
 Department: DID
 Ext / Contact no:
 Region:
 9,286

Payroll No.
 Project/ Ccprog
 Card (A/C) No: [Redacted]
 Statement Date: 05-Feb-08

Date	Details Of Expenditure	Project Number	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		
29/01/2008	Travel costs to Eurorail Milan Split between SE 8020 & SE20291				85.23							85.23
28/01/2008	Travel costs for Norse Connect meeting in Stavanger Norway (subsequently cancelled)	SE22139			388.08							388.08
			0	0	0	0	0	0	0	0	0	473.31
For Finance Use Only												TOTAL
												STATEMENT TOTAL

	SIGNATURE	PRINT NAME	DATE
Cardholder	[Redacted]	[Redacted]	01.06.08
Line Manager	[Redacted]	[Redacted]	2/6/08
Authorised by	[Redacted]	[Redacted]	

40040050
5/6/08

COMPANY CREDIT CARD EXPENSE CLAIM FORM

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

Name: [REDACTED]
 Directorate: EID
 Ext./Contact no.:
 Region:

1286

Payroll No.:
 Project/ Ccprog: [REDACTED]
 Card (A/C) No.: [REDACTED]
 Statement Date: 05 March 2008

Date	Details Of Expenditure	Project No.	1322 1321 1331 1341 1351 1361 1371 1381										TOTAL	
			UK Taxis & Trains	Other Travel UK	European Travel	Non UK & Europe Travel	Subsistence UK	Subsistence Foreign	Hospitality UK	Hospitality Foreign	Other			
19/02/08	Eurostar travel costs to Lille Interreg meeting 21/02/08	SE22139			275.00									275.00
20/02/08	Dinner Lille Aux Moules	SE22139							48.37					48.37
21/02/08	Hotel Lille - No receipt see Diary for that week	SE22139							63.50					63.50
21/02/08	Lunch Lille	SE22139							20.97					20.97
21/02/08	Food for return Journey	SE22139							14.57					14.57
25/02/08	Dinner for 6 Milan - Eurorail conference La Libera													0.00
	Bill of £201.44 to be split equally between	SE18020							100.72					100.72
	and	SE20289							100.72					100.72
	Dinner for 6 Milan - Eurorail conference at Officina 12													0.00
	Bill of £242.28 to be split equally between	SE18020							121.14					121.14
	and	SE20289							121.14					121.14
	Hotel Expenses Milan Marriott													0.00
	Bill of 2572.95 to be split between	SE18020							1,286.48					1,286.48
	and	SE20289							1,286.48					1,286.48
	Copy statement charge												4.00	4.00
			0.00	0.00	275.00	0.00	0.00	0.00	3,164.08	0.00	0.00	4.00	4.00	3,443.08
For Finance Use Only														
											STATEMENT TOTAL	3,443.08		

ADMIN INFRA

SIGNATURE	PRINT NAME	DATE
Cardholder		
Line Manager		
Authorised by		

See Attached

