

40078170
16/12/08

South East England Development Agency
Expense Claim Form

Please ensure VAT receipts are attached where ever possible.
Reclaimable VAT will be calculated by the accounts department



Name: [Redacted]
 Payroll No. [Redacted]
 Department: EID
 Project: 1286
 Bank Account No.: [Redacted]
 Sort Code: [Redacted]
 Bank Name: [Redacted]
 Payee name: [Redacted]

Vehicle Registration: [Redacted]
 Make of Car: [Redacted]
 Model: [Redacted]
 Engine CC: [Redacted]
 Vehicle status (Please circle): [Redacted]
 Vehicle Type. (Please circle): [Redacted]

LEASE
DIESEL
LPG

Date	Details Of Expenditure	Project Number	No. Business Miles	Mileage Rate	Mileage Payable	1300	1322	1321	1331	1341	1351	1361	1371	1381	Other	TOTAL
						UK Taxis & Trains	Other UK Travel	European Travel	Non UK & Europe Travel	Subsistence UK	Subsistence Foreign	Hospitality UK	Hospitality Foreign			
23.07.2008	Filing system on desk	ADM													6.98	6.98
18.07.2008	Mileage Malden - Chatham DMT - Malden	ADM	112	0.40	44.80											44.80
24/07/2008	Sundries for BSTF Meeting in Bracknell Town	23834									2.80					2.80
29.07.2008	Day Travel Card from Malden to London	ADM				9.40										9.40
Total			112		44.80	9.40	0.00	0.00	0.00	2.80	0.00	0.00	0.00	0.00	6.98	63.98

Claimants statement

Deduct Pers.Telephn.Usage, inc.VAT	
Deduct Advances Received	
Total Amount Payable to Claimant	63.98

I confirm that the vehicle used by me for business purposes, and to which this claim relates, was at all relevant times in a roadworthy condition and covered by appropriate insurance as requested by the Road Traffic Act 1988.

Finance Review Date

SIGNATURE	PRINT NAME	DATE
[Redacted Signature]	[Redacted Name]	03/12/2008
[Redacted Signature]	[Redacted Name]	8/12/08
Authorised by	[Redacted Name]	

South East England Development Agency
Expense Claim Form

Please ensure VAT receipts are attached where ever possible.
Reclaimable VAT will be calculated by the accounts department

FINANCE
10 DEC 2008
RECEIVED

Name: [Redacted]
 Payroll No: [Redacted]
 Department: EID
 Project: 1286
 Bank Account No: [Redacted]
 Sort Code: [Redacted]
 Bank Name: [Redacted]
 Payee Name: [Redacted]

Vehicle Registration: [Redacted]
 Make of Car: [Redacted]
 Model: [Redacted]
 Engine CC: [Redacted]
 Vehicle Status (Please enter): PRIVATE
 Vehicle Type (Please enter): PETROL

LEASE DIESEL LPG

Date	Details Of Expenditure	Project Number	No. Business Miles	Mileage Rate	1300	1322	1321	1331	1341	1351	1381	1371	1381	Other	TOTAL
					Mileage Payable	UK Taxis & Trains	Other UK Travel	European Travel	Non UK & Europe Travel	Subsistence UK	Subsistence Foreign	Hospitality UK	Hospitality Foreign		
01.10.2008	Day Travel Card Malden - London	ADM				9.40	T								9.40
07.10.2008	Sundries for Eindhoven Trip at Stansted Airport	23934								9.97					9.97
07.10.2008	Excess Luggage Ryanair	23934						20.00							20.00
07.10.2008	London Liverpool Street to Stansted Airport	23934				18.00	T								18.00
07.10.2008	Heathrow Express Return	23934				32.00	T								32.00
07.10.2008	Taxi for Partners from eindhoven airport to Hotel	23934						24.80							24.80
08.10.2008	Hotel In Heerlen (1 night for DHG Lead Partner Inspection)	18020									93.08				93.08
14.10.2008	Rail Travel to Liege Station for HST Final Meeting	18020						22.31							22.31
14.10.2008	Taxi from Liege Station to Hotel for Partners	18020						7.69							7.69
15.10.2008	Rail Single Fare from Waterloo Eurostar to Wimbledon	18020				3.40	T								3.40
15.10.2008	Taxi from Wimbledon to Malden - late arrival and heavy luggage	18020				10.00	Tx	10.00							10.00
15.10.2008	Dinner for travel back on eurostar	18020									11.38				11.38
15.10.2008	Taxi from Hotel to Liege Station	18020						8.00							8.00
18.10.2008	Malden Manor Station to Gatwick Airport	ADM				14.80	T								14.80
16.10.2008	Taxi-Gatwick Airport to Holiday Inn - Conference Venue	ADM				10.00	Tx								10.00
16.10.2008	Gatwick Airport to Malden Manor	ADM				14.80	T								14.80
		Total	0		0.00	102.40	10.00	82.60	0.00	0.00	114.43	0.00	0.00	0.00	307.79

Claimants statement

40079499
22/1/09

Deduct Pers. Telephn. Usage, inc. VAT	
Deduct Advances Received	
Total Amount Payable to Claimant	307.79

I confirm that the vehicle used by me for business purposes and to which this claim relates was at all relevant times in a roadworthy condition and covered by appropriate insurance as requested by the Road Traffic Act 1988.

Finance Review Date: [Redacted]

PRINT-NAME	DATE
Claimant: [Redacted]	03/12/2008
Line Manager: [Redacted]	
Authorised by: [Redacted]	5/12/08

7/1/09

South East England Development Agency
Expense Claim Form

Please ensure VAT receipts are attached where ever possible.
Reclaimable VAT will be calculated by the accounts department

FINANCE
10 DEC 2008
RECEIVED

Name: [Redacted]
Payroll No. [Redacted]
Department: EID
Project: 1286
Bank Account No:
Sort Code:
Bank Name:
Payee name:

Vehicle Registration
Make of Car [Redacted]
Model [Redacted]
Engine CC [Redacted]
Vehicle status (Please circle) PRIVATE LEASE
Vehicle Type. (Please circle) PETROL DIESEL LPG

Date	Details Of Expenditure	Project Number	No. Business Miles	Mileage Rate	Mileage Payable	1300	1322	1321	1331	1341	1351	1361	1371	1381	Other	TOTAL
						UK Taxis & Trains	Other UK Travel	European Travel	Non UK & Europe Travel	Subsistence UK	Subsistence Foreign	Hospitality UK	Hospitality Foreign			
17.10.2008	Standard Day single - Guildford to Worcester Park	ADM				13.00	T									13.00
20.10.2008	Malden Manor to Ashford International - Standard RTN	22139				27.10	T									27.10
20.10.2008	Sundries	22139									2.09					2.09
22.10.2008	Day Return Malden to London	ADM				5.80	T									5.80
23.10.2008	Retrun from Malden to Hastings - Divisional Awayday	ADM				24.00	T									24.00
24.10.2008	Maps for East Kent at Maidstone Service station	22139													20.53	20.53
31.10.2008	Hotel in Oostende for Port meeting	22079										102.94				102.94
31.10.2008	Return Mileage from Malden to Oostende	22079	344	0.40	137.60											137.60
31.10.2008	Annual Subscription for RTPI Membership	ADM												306.00		306.00
Total			344		137.60	69.90	0.00	0.00	0.00	0.00	2.09	102.94	0.00	0.00	326.53	626.06

Claimants statement

I confirm that the vehicle used by me for business purposes, and to which this claim relates, was at all relevant times in a roadworthy condition and covered by appropriate insurance as requested by the Road Traffic Act 1988.

Finance Review Date: [Redacted]

Deduct Pers.Telephn.Usage, inc.VAT	
Deduct Advances Received	
Total Amount Payable to Claimant	626.06

SIGNATURE	PRINT NAME	DATE
[Redacted]	[Redacted]	03/12/2008
[Redacted]	[Redacted]	
[Redacted]	[Redacted]	8/12/08

?

639.0

40075714
21/09

* USE
SE 22139
CHAISTOLE Ref.

South East England Development Agency
Expense Claim Form

Please ensure VAT receipts are attached where ever possible.
Reclaimable VAT will be calculated by the accounts department

FINANCE
10 DEC 2008
RECEIVED

Name: [Redacted]
Payroll No. [Redacted]
Department: EID
Project: 1286
Bank Account No:
Sort Code:
Bank Name:
Payee name:

Vehicle Registration: [Redacted]
Make of Car: [Redacted]
Model: [Redacted]
Engine CC:
Vehicle status (Please circle): PRIVATE
Vehicle Type (Please circle): PETROL LEASE DIESEL LPG

Date	Details Of Expenditure	Project Number	No. Business Miles	Mileage Rate	1300 1322 1321 1331 1341 1351 1361 1371 1381										TOTAL		
					Mileage Payable	UK Taxis & Trains	Other UK Travel	European Travel	Non UK & Europe Travel	Subsistence UK	Subsistence Foreign	Hospitality UK	Hospitality Foreign	Other			
04.11.2008	Worcester Park to Southampton Single for SMART Saloon Trip	22555				32.80	T										32.80
04.11.2008	Sundries for Train journey	22555									4.00	K					4.00
04.11.2008	Return from Leicester to Malden - SMART Saloon Trip	22555				45.10	T										45.10
07.11.2008	Sundries at Clacket Lane for trip to chatham	ADM									7.45	f					7.45
07.11.2008	Mileage Malden to Chatham to Malden for DMT	ADM	116	0.40	46.40												46.40
13.11.2008	Sundries for Trip to TVEP meeting in Reading	23934									3.98	α					3.98
13.11.2008	Mileage Malden to Reading to Gatwick to Malden	ADM	165	0.40	66.00												66.00
13.11.2008	Car Parking at Holiday Inn for ERDF judging	ADM						5.00	*								5.00
14.11.2008	Day Return Malden to London	23934				5.80	T										5.80
17.11.2008	Off Peak Return to London -Mtg at DFT	23934				4.30	T										4.30
17.11.2008	Lunch for Consultant	23934												12.00			12.00
20.11.2008	Day Travel Card for London - EuroStar Meeting	20291					9.40	T									9.40
20.11.2008	Sundries	20291									2.05	K					2.05
25.11.2008	Chatham - Worcester Park Day return	ADM				20.10	T										20.10
25.11.2008	Margate to Chatham - East Kent Port tour	ADM				12.70	T										12.70
25.11.2008	Sundries fro Train journey	ADM									2.25	N/R					2.25
21.11.2008	Mileage Malden to Chatham to Malden for DMT	ADM	109	0.4	43.60												43.60
	Total		390		156.00	130.20	5.00	0.00	0.00	19.73	0.00	12.00	0.00	0.00	0.00	0.00	290.13

Claimants statement

Deduct Pers.Telephn.Usage, inc.VAT	
Deduct Advances Received	
Total Amount Payable to Claimant	290.13

I confirm that the vehicle used by me for business purposes, and to which this claim relates, was at all relevant times in a roadworthy condition and covered by appropriate insurance as requested by the Road Traffic Act 1988.

Finance Review
Date

Claimant	[Redacted]	PRINT NAME		DATE	
Line Manager	[Redacted]			03/12/2008	
Authorised by	[Redacted]			8/12/08	

322.93

40085115
30/3/09

South East England Development Agency
Expense Claim Form

Please ensure VAT receipts are attached where ever possible.
Reclaimable VAT will be calculated by the accounts department

FINANCE
26 MAR 2009
RECEIVED

Name: [Redacted]
Payroll No. [Redacted]
Department: EID
Project: 1286
Bank Account No. [Redacted]
Sort Code: [Redacted]
Bank Name: [Redacted]
Payee name: [Redacted]

Vehicle Registration: [Redacted]
Make of Car: [Redacted]
Model: [Redacted]
Engine CC: [Redacted]
Vehicle status (Please circle): PRIVATE
Vehicle Type. (Please circle): PETROL LEASE DIESEL LPG

Date	Details Of Expenditure	Project Number	No. Business Miles	Mileage Rate	1300	1322	1321	1331	1341	1351	1361	1371	1381	Other	TOTAL	
					Mileage Payable	UK Taxes & Trains	Other UK Travel	European Travel	Non UK & Europe Travel	Subsistence UK	Subsistence Foreign	Hospitality UK	Hospitality Foreign			
25.11.	Sundries	AdminInfr								2.25	X				2.25	
26.11.	Malden Manor to Chatham - Day Return for DMT	AdminInfr				13.80	T								13.80	
26.11.	Sundries on Train	AdminInfr								2.10	X				2.10	
01.12.	Day Return Rail - Clapham Jct - Staines	AdminInfr				7.30	T								7.30	
01.12.	Malden Manor - Clapham Jct Single	AdminInfr				3.40	T								3.40	
02.12.	Day Travel Card - Malden Manor - London	AdminInfr				9.40	T								9.40	
02.12.	London Victoria - Gatwick Express Retn.,	AdminInfr				18.00	T								18.00	
02.12.	LGW - Hotel for Gatcom meeting	AdminInfr				10.00	T								10.00	
04.12.	Malden Manor - Stamford le Hope Peak Single	AdminInfr				13.80	T								13.80	
04.12.	Stamford le Hope - Malden Manor Off Peak Single	AdminInfr				10.70	T								10.70	
09.12.	Malden Manor - Waterloo Day Retn	24471				5.80	T								5.80	
09.12.	Lunch with [Redacted] Marie South East	24471								8.83			8.83		17.66	
10.12.	Malden Manor - London Victoria - Single	24471				5.10	T								5.10	
10.12.	Sundries - Brussels	AdminDir									5.09				5.09	
10.12.	Underground Ticket in Brussels (Carnet of 10 used over period)	AdminDir						10.00							10.00	
10.12.	Sundries	AdminDir								5.38	X				5.38	
15.12.	St. Pancras - Malden Manor	AdminDir				3.40	T								3.40	
15.12.	Sundries on EuroStar	AdminDir										13.64			13.64	
16.12.	Off Peak Travel Card	AdminInfr				5.90	T								5.90	
18.12.	Malden Manor - London single	AdminInfr				3.40	T								3.40	
18.12.	London to Guildford - Single	AdminInfr				5.70	T								5.70	
19.12.	Mileage Malden Manor to Chatham for DMT	AdminInfr	112	0.4	44.80										44.80	
Total						112	44.80	115.70	0.00	10.00	0.00	9.73	18.73	17.66	0.00	216.62

Claimants statement

Deduct Pers. Telephn. Usage, inc. VAT	
Deduct Advances Received	
Total Amount Payable to Claimant	216.62

I confirm that the vehicle used by me for business purposes, and to which this claim relates, was at all relevant times in a roadworthy condition and covered by appropriate insurance as requested by the Road Traffic Act 1988.

Finance Review Date: [Redacted]

Claimant	[Redacted Signature]	PRINT NAME	[Redacted Name]	DATE	30/03/2009
Line Manager	[Redacted Signature]				26/3/09
Authorised by	[Redacted Signature]				

South East England Development Agency
Expense Claim Form

Please ensure VAT receipts are attached where ever possible.
Reclaimable VAT will be calculated by the accounts department

Name:	[REDACTED]	FINANCE 26 MAR 2009 RECEIVED	Vehicle Registration	[REDACTED]				
Payroll No.	[REDACTED]		Make of Car	[REDACTED]				
Department:	EID		Model	[REDACTED]				
Project	1286		Engine CC	[REDACTED]				
Bank Account No:			Vehicle status (Please circle)		PRIVATE	LEASE		
Sort Code:			Vehicle Type. (Please circle)		PETROL	DIESEL	LPG	
Bank Name:								
Payee name:								

Date	Details Of Expenditure	Project Number	No. Business Miles	Mileage Rate	Mileage Payable	1300	1322	1321	1331	1341	1351	1361	1371	1381	Other	TOTAL
07.01.2009	Malden Manor - London Single	AdminInfr.							3.70							
07.01.2009	London - Dover Priory Retn	24471							25.50							25.50
07.01.2009	Taxi to Dover Harbour Board Offices	24471							5.00							5.00
08.01.2009	Malden Manor - London Return	24471							6.20							6.20
08.01.2009	London Maidstone Return	24258							15.60							15.60
08.01.2009	Sundries	24258									5.84					5.84
13.01.2009	Mileage New Malden - Ebbsfleet/Northfleet - New Malden	24396	105.6	0.40	42.25											42.25
14.01.2009	New Malden - Maidenhead - New Malden (ACTVAR mtg)	AdminInfr.	67.5	0.40	27.00											27.00
16.01.2009	Malden Manor - Greenhilthe Return	AdminInfr.							17.30							17.30
16.01.2009	Fasttrack Return	AdminInfr.							3.50							3.50
16.01.2009	Sundries	AdminInfr.									2.30					2.30
20.01.2009	New Malden-Green Park TVEP Infr. Meeting - New Malden	29340	86	0.40	34.40											34.40
21.01.2009	Day Travel Card London	29340							10.00							10.00
22.01.2009	New Malden - Runnymede Council - New Malden	29340	42	0.40	16.80											16.80
22.01.2009	Runnymede Car Parking	29340							1.50							1.50
23.01.2009	Malden Manor - Ramsgate Day Return	24471							36.80							36.80
23.01.2009	Sundries out	24471									2.21					2.21
23.01.2009	Sundries Return	24471									4.47					4.47
	Total		301.1			120.45	120.10	5.00	0.00	0.00	14.82	0.00	0.00	0.00	0.00	256.67

Claimants statement 40083122 30/3/09
 a 40083282

Deduct Pers.Telephn.Usage, inc.VAT	11.84
Deduct Advances Received	
Total Amount Payable to Claimant	244.83

I confirm that the vehicle used by me for business purposes, and to which this claim relates, was at all relevant times in a roadworthy condition and covered by appropriate insurance as requested by the Road Traffic Act 1988.

Finance Review
Date:

	PRINT NAME	DATE
Claimant	[REDACTED]	17/03/2009
Line Manager	[REDACTED]	25/3/09
Authorised by	[REDACTED]	

3.70

260.36