

1204

**FINANCE**  
- 8 SEP 2008  
**RECEIVED**

**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: BID  
Ext./Contact no. [REDACTED]  
Region: SEEDA

Card (A/C) No. [REDACTED]  
Statement Date: 6th April

Date	Details Of Expenditure	TRAVEL Rail, Air, Bus, Taxi & Parking	SUBSISTENCE: Details of expenditure, (including purpose of visit) i.e. Hotel, Meals	ENTERTAIN-MENT	OTHER	TOTAL	VAT TOTAL
06-Mar	Refreshments with Gireendra Kasmalkar, MD of Verisoft and SEEDA Client. (The receipt has been lost) -				4.79	4.79	
06-Mar	Train travel to Reading to meet with Gireendra Kasmalkar. (The receipt has been lost)	9.30				9.30	
10-Mar	Lunch while travelling to Southampton to meet with Southampton University. (Receipt has been lost).		4.65			4.65	
10-Mar	Train travel from London Waterloo to Brighton, to Guildford, to meet with Korean Inward Investor, NC Soft. (Receipt has been lost).	20.30				20.30	
11-Mar	Lunch with [REDACTED] (SEEDA) and [REDACTED] Brighton and Hove Council. (Receipt has been lost).		27.75			27.75	
11-Mar	Refreshments with [REDACTED] SEEDA's Korea representative. (Receipt has been lost).		6.18			6.18	
11-Aug	Train travel for [REDACTED] travel from London to Brighton to meet with Korean Inward Investor, NC Soft. (Receipt has been lost).	47.30				47.30	
11-Mar	Train travel from Guildford to London Waterloo to meet with K. Park, Director General of KOTRA. (Receipt has been lost).	9.70				9.70	
19-Mar	In car holder and charger for satellite navigation device. Purchased to replace broken device.			1390	15.99	15.99	
20-Mar	Refreshments while waiting for SEEDA client Rakuten.		3.60			3.60	
20-Mar	Lunch with SEEDA client Shinichi Ikeda, Executive Officer, Rakuten.		11.15	11.15		22.30	
27-Mar	Train travel to London to meet with S. Jagadesen, Economic Minister, Indian High Commissioner. (Receipt has been lost).	24.40				24.40	
<b>For Finance Use Only</b>							
		111.00	42.18	27.09	15.99	196.26	
		<b>STATEMENT TOTAL</b>					
		Control Check				196.26	

1  
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40076176

**FINANCE**  
29 OCT 2008  
**RECEIVED**

Cardholders Signature [REDACTED] Date 4/9/08  
Line Manager Signature [REDACTED] Date 5/9/08  
Authorising Signature [REDACTED] Date 12.9.08





SOUTH EAST  
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AGENCY

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**COMPANY CREDIT CARD EXPENSE CLAIM FORM**

Please ensure VAT receipts are attached where ever possible.

Reclaimable VAT will be calculated by Finance

**FINANCE**  
 16 JUL 2008  
**RECEIVED**

Name:	[REDACTED]
Directorate:	Global Comp
Ext/Contact no:	[REDACTED]
Region:	[REDACTED]

1204

Payroll No:	[REDACTED]
Project/Co-prog:	SE24085 / SE93010
Card/AVE/No:	[REDACTED]
Statement Date:	05 May 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
02/05/08	Lunch with [REDACTED] UKTI & Sam Singha, Chairmani SEEIAB	SE24085					39.96 <sup>x</sup> <del>59.80</del>		19.86			59.80
02/05/08	Travel Guildford - London to Indian High Commission	SE24085	14.40	✓								14.40
06/05/08	Travel Guildford - London - appointment of UKIBC Advisor	SE24085	14.40	T								14.40
07/05/08	Travel Guildford - London travel to High Commission	SE24085	9.70	✓								9.70
08/05/08	Lunch between meetings	SE24085					4.79	K				4.79
08/05/08	Travel Guildford - London - Libya Visa	SE24085	24.40	T								24.40
15/05/08	Meeting - car parking charge	SE24085		2.10 <sup>K</sup>			<del>2.10</del>					2.10
16/05/08	Welcome Break Oxford - lunch meeting	SE24085					6.89	X				6.89
28/05/08	Travel to Southampton University meeting	SE24085	19.70	T								19.70
29/05/08	Petrol purchased on card - no petrol in car & no opportunity to fill up at SEEDA card station	SE24085									74.99	74.99
01/06/08	SECBE OMIS support for the South East Centre - STA PO2028090	SE24085									1,000.00	1,000.00 ✓
01/06/08	SECBE OMIS support for the South East Centre - STA - PO2028090	SE24085									1,000.00	1,000.00 ✓
01/06/08	SECBE OMIS support for the South East Centre - STA - PO2028090	SE24085									500.00	500.00 ✓
												0.00
												0.00
												0.00
												0.00
			82.60	0.00	0.00	0.00	73.58	0.00	0.00	0.00	2,574.99	2,731.17
For Finance Use Only												
											STATEMENT TOTAL	2,731.17

40071873  
17/7/08

SIGNATURE	PRINT NAME	DATE
[REDACTED]	[REDACTED]	10/7/08
Line Manager	[REDACTED]	17.7.08
Authorised by	[REDACTED]	



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Wrong Form.

**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:	BID
Ext./Contact no.:	[REDACTED]
Region:	SEEDA

Card (A/C) No.:	[REDACTED]	<b>FINANCE</b> - 4 DEC 2008 <b>RECEIVED</b>
Statement Date:	July 01	

Date	Details Of Expenditure	TRAVEL Rail, Air, Bus, Taxi & Parking	SUBSISTENCE: Details of expenditure. (including purpose of visit) i.e. Hotel, Meals	ENTERTAINMENT	OTHER	TOTAL	VAT TOTAL
12-Jun	Purchase of Tom Tom Satellite Navigation device for use during visits by inward investors. (Receipt has been lost)				159.99	159.99	
16-Jun	Purchase of 10 Aquascutum ties for use as corporate gifts to senior Chinese Executives and officials during the SEEDA Chairman's visit to China.			2890	220.00	220.00	
19-Jun	6,200 Chinese Yuan Rimini purchased for expenditure during the Chairman's visit to China. Monies are accounted for on the attached sheet.				536.04	536.04	
19-Jun	Cash advance handling fee.				16.08	16.08	
23-Jun	Hire of hotel function rooms for a SEEDA press conference and client and partner dinner.				1,369.97	1,369.97	
24-Jun	Client dinner attended from SEEDA by James Brathwaite, Jeff Alexander, [REDACTED] and [REDACTED] with [REDACTED] Fosun Pharmaceutical, [REDACTED] Withub Science Park, [REDACTED] Shanghai Techwell Biopharmaceutical.					168.12	
24-Jun	4 days hotel accommodation in Shanghai.		1,003.43	0/s		1,003.43	
24-Jun	Refreshments for James Brathwaite, Jeff Alexander, [REDACTED] and [REDACTED]. (Receipt has been lost)		10.31	0/s		10.31	
24-Jun	Hire of hotel function room to host the television interview of James Brathwaite on 'Business Exchange' shown on Shanghai Television English language channel.				303.10	303.10	
	4000 Chinese Yuan Rimini purchased for expenditure during the Chairman's visit						

4+3

96.07 %

72.05 %

VentHil

VentHil



**COMPANY CREDIT CARD EXPENSE CLAIM FORM**

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

**FINANCE**  
29 OCT 2008  
**RECEIVED**

Name: [REDACTED]  
 Department: BID  
 Ext./Contact no.: [REDACTED] 1204  
 Region: SEEDA

Card (A/C) No.: [REDACTED]  
 Statement Date: 5th August 08

12 JUL 08

Date	Details Of Expenditure	TRAVEL Rail, Air, Bus, Taxi & Parking	SUBSISTENCE: Details of expenditure (including purpose of visit) i.e. Hotel, Meals	ENTERTAIN-MENT	OTHER	TOTAL	VAT TOTAL
09-Jul	Travel to London to meet with the UK India Business Council	14.40	T			14.40	
09-Jul	Lunch with [REDACTED] UK India Business Council		28.11	28.10	56.21	56.21	
23-Jul	Travel to Southampton to meet with [REDACTED] Chilworth Technologies	18.50	T			18.50	
31-Jul	Travel to London to meet with Computer Software Export Promotion Council	14.40	T			14.40	
04-Aug	Lunch with [REDACTED] UKTI and [REDACTED] UK India Business Council		20.54	10.26	30.80	30.80	
						<b>TOTAL</b>	134.31
<b>For Finance Use Only</b>		47.30	0.00	87.01	0.00		
						<b>STATEMENT TOTAL</b>	
						<b>Control Check</b>	134.31

40076173  
Jb.10.08

Cardholders Signat [REDACTED] Date 24/10/08  
 Line Manager Signat [REDACTED] Date 24/10/08  
 Authorising Signat [REDACTED] Date 29.10.08

**COMPANY CREDIT CARD EXPENSE CLAIM FORM**

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

**FINANCE**  
29 OCT 2008  
**RECEIVED**

Name: [Redacted]  
Department: BID  
Ext./Contact no. [Redacted] *1204*  
Region: SEEDA

Card (AVC) No. [Redacted]  
Statement Date: 01-Sep-08

1-2-0-5-0-7-0-8-9-10-11

Date	Details Of Expenditure	TRAVEL Rail, Air, Bus, Taxi & Parking	SUBSISTENCE: Details of expenditure (including purpose of visit) i.e. Hotel, Meals	ENTERTAIN-MENT	OTHER	TOTAL	VAT TOTAL
08-Aug	Lunch with [Redacted] UKTI Commercial Attache, Dubai		15.51 *	15.51	31.02	31.02	
11-Aug	Refreshments with [Redacted] UKIBC and [Redacted] UKTI		1.76 * 5.28	3.52	5.28	5.28	
11-Aug	Lunch during meetings in London		5.35 *		5.35	5.35	
11-Aug	Travel to London to meet with [Redacted] UKIBC and [Redacted] UKTI	24.40	T		24.40	24.40	
14-Aug	Dinner with [Redacted] UKTI Mumbai		15.63 *	15.62	31.25	31.25	
14-Aug	Travel to London to meet with [Redacted] UKTI Mumbai	14.40	T		14.40	14.40	
14-Aug	SEEDA and UKTI South East jointly hosted a dinner at the UK India Business Council Gala Dinner. UKTI will be invoiced for £1,175. Req. no. 307198			2,350.00	2,350.00	2,350.00	
30-Aug	Dinner Jacket purchased to attend the UKIBC annual dinner and future formal events. DJ purchased as the cost of renting a DJ for the evening is £70. With at least 3 formal events to attend this financial year, it was more cost effective to buy the DJ than hire one.			EVENTS	189.00	189.00	
01-Sep	Travel to London to attend the UKIBC Gala Dinner.	14.40	T		14.40	14.40	
02-Sep	Travel to London to meet with [Redacted] South East Media Network	14.40	T		14.40	14.40	
03-Sep	Refreshments while traveling down to meet [Redacted] Chilworth Technologies in Southampton.		5.94 *		5.94	5.94	
<b>For Finance Use Only</b>							
		67.60	16.57	2,412.27	189.00	2,685.44	
		<b>STATEMENT TOTAL</b>					
		Control Check				2,685.44	

*4207670*  
*30.10.08*

Cardholders Signature [Redacted] Date *26/10/08*  
Line Manager Signature [Redacted] Date *24/10/08*  
Authorising Signature [Redacted] Date *29.10.08*



**COMPANY CREDIT CARD EXPENSE CLAIM FORM**

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

**FINANCE**  
- 4 DEC 2008  
**RECEIVED**

Name: [REDACTED]  
Department: BID  
Ext./Contact no. [REDACTED] **1204**  
Region: SEEDA

Card (A/C) No. [REDACTED]  
Statement Date: 01/11/08

1-1098105552

Date	Details Of Expenditure	TRAVEL Rail, Air, Bus, Taxi & Parking	SUBSISTENCE: Details of expenditure (including purpose of visit) i.e. Hotel, Meals	ENTERTAIN-MENT	OTHER	TOTAL	VAT TOTAL
13-Oct	Lunch while attending an offsite meeting.			3.49	#	3.49	
13-Oct	Train travel to attend meeting with [REDACTED] UKTI, London.	17.60	T			17.60	
16-Oct	Travel to attend a meeting with OEP in Oxford.	9.20	T			9.20	
20-Oct	Hotel accommodation for [REDACTED] UKTI Games Mission member, visiting the South East.			95.00	/	95.00	
21-Oct	Hotel accommodation for [REDACTED] UKTI Games Mission member, visiting the South East.			95.00	/	95.00	
22-Oct	Hotel accommodation for [REDACTED] UKTI Games Mission member, visiting the South East.			95.00	/	95.00	
23-Oct	Hotel accommodation for [REDACTED] UKTI Games Mission member, visiting the South East.			95.00	/	95.00	
24-Oct	Hotel accommodation for [REDACTED] UKTI Games Mission member, visiting the South East.			95.00	/	95.00	
25-Oct	Hotel accommodation for [REDACTED] UKTI Games Mission member, visiting the South East.			95.00	/	95.00	
26-Oct	Hotel accommodation for [REDACTED] UKTI Games Mission member, visiting the South East.			95.00	/	95.00	
23-Oct	Travel to attend a meeting with OEP in Oxford.	39.80	T			39.80	
23-Oct	Replacement ticket bought from Oxford to Guildford.	16.40	T			16.40	
	Refreshments bought in Oxford following meeting with OEP.			4.94	*	4.94	
		89.00	8.49	603.00	0.00	796.43	

4277696  
9.12.08

Cardholders Signature: [REDACTED] Date: 26/11/08  
Line Manager Signature: [REDACTED] Date: 27/11/08  
Authorising Signature: [REDACTED]

STATEMENT TOTAL  
Control Check 796.43





SOUTH EAST  
ENGLAND  
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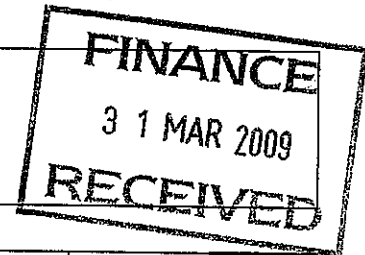
**COMPANY CREDIT CARD EXPENSE CLAIM FORM**

Please ensure VAT receipts are attached where ever possible.

Reclaimable VAT will be calculated by Finance

Name	[REDACTED]
Department	BID
Ext./Contact no.	[REDACTED]
Region	SEEDA

Card (AVC) No.	[REDACTED]
Statement Date	05-Feb-09



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Date	Details Of Expenditure	TRAVEL Rail, Air, Bus, Taxi & Parking	SUBSISTENCE: Details of expenditure (including purpose of visit) i.e. Hotel, Meals	ENTERTAIN-MENT	OTHER	TOTAL	VAT TOTAL
15-Jan	Train travel to London to meet with James Brathwaite and [REDACTED] QinetiQ.	19.40	T			19.40	
31-Jan	Japanese Yen and Hong Kong Dollars withdrawn for business trip. Please see the attached note accounting for the cash spent.				902.38	902.38	
31-Jan	Cash handling fee.				27.07	27.07	
31-Jan	Adapter and USB universal charger bought for Blackberry and laptop.			20.80	46.78	46.78	
31-Jan	Taxi from Guildford to Heathrow to fly to Japan and Hong Kong.	40.70	TX			40.70	
01-Feb	Dinner in Tokyo with [REDACTED]			83.43		83.43	
01-Feb	Taxi from Tokyo airport to hotel.	172.16	TAXI			172.16	
02-Feb	Taxi from British Embassy Tokyo to Tokyo airport.	193.99	TAXI			193.99	
03-Feb	Dinner in Hong Kong with SEEDA representatives, [REDACTED] and [REDACTED]			94.32		94.32	
For Finance Use Only						TOTAL	1,580.23
						426.25	1,153.98
						0.00	976.23

40083305  
21/2/09

Cardholders Signature	[REDACTED]	Date	31/3/09
Line Manager Signature	[REDACTED]	Date	31/3/09
Authorising Signature	[REDACTED]	Date	21/2/09

STATEMENT TOTAL  
Control/Check 1,580.23

## COMPANY CREDIT CARD STATEMENT

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

31 MAR 2009  
**RECEIVED**

Name: [REDACTED]  
 Department: BID  
 Ext./Contact no: [REDACTED]  
 Region: SEEDA

Card (A/G) No: [REDACTED]  
 Statement Date: 05-Mar-09

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Date	Details Of Expenditure	TRAVEL Rail, Air, Bus, Taxi & Parking	SUBSISTENCE: Details of expenditure, (including purpose of visit) i.e. Hotel, Meals	ENTERTAIN-MENT	OTHER	TOTAL	VAT (TOTAL)
02-Feb	Hotel accommodation in Tokyo.		204.51	0/3		204.51	
06-Feb	Hotel accommodation for [REDACTED] and [REDACTED] SEEDA China Representative, in Hong Kong for 8 nights. The bill includes the hire of a meeting room and refreshments for the Asia Pacific Team meeting.		2,206.90	0/3		2,206.90	
06-Feb	Dinner with [REDACTED] and [REDACTED], SEEDA Japan representative.		<del>22.84</del> 45.67	22.83		45.67	
07-Feb	Taxi from Heathrow to Guildford.	51.70				51.70	
07-Feb	Lunch for [REDACTED]		<del>7.19</del> 14.37	7.18		14.37	
18-Feb	Train travel to meet with [REDACTED] Osaka Gas. The receipt has been lost.	15.90				15.90	
<b>For Finance Use Only</b>						<b>TOTAL</b>	<b>2,539.05</b>
		67.60	2,471.45	0.00	0.00		
						<b>STATEMENT TOTAL</b>	
						<b>Control Check</b>	2,539.05

40083364  
31/3/09

Cardholders Signature	[REDACTED]	Date	31/3/09
Line Manager Signature	[REDACTED]	Date	31/3/09
Authorising Signature	[REDACTED]	Date	31.3.09