

COMPANY CREDIT CARD EXPENSE CLAIM FORM

Please ensure VAT receipts are attached where ever possible.

Reclaimable VAT will be calculated by Finance

FINANCE
18 APR 2008
RECEIVED

Name:	[REDACTED]	Payroll No.	
Department:	EID	Project/ Ccprog	IMPACTE (SE22079) + PROJECT DEVELOPMENT (SE22139)
Ext./Contact no.	[REDACTED]	Card (A/C) No.	
Region:	1712	Statement Date	

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		
	IMPACTE SE22079										
18/03/2008	Train Guildford-London - meeting with consultant (IMPACTE workshop preparation)	10	✓								10.00
											-
											-
											-
											-
											-
											-
											-
	PROJECT DEVELOPMENT SE22139										
	<i>EMDI follow-up meeting, Lille</i>										-
05/03/2008	Train ticket Guildford-London	10	✓								10.00
05/03/2008	Food London					4.33	✓				4.33
05/03/2008	Food Lille (1 SEEDA staff member: [REDACTED])							14.39	✓		14.39
05/03/2008	Hotel Lille (1 SEEDA staff member: [REDACTED])							41.86	✓		41.86
06/03/2008	Train ticket to London-Guildford	10	✓								10.00
		30	0	0	0	4.33		56.25	0	0	90.58
For Finance Use Only											
										TOTAL	
										STATEMENT TOTAL	

4006 8422
22/4/08

SIGNATURE	PRINT NAME	DATE
[REDACTED]	[REDACTED]	09/04/2008
		16/04/2008



SOUTH EAST
ENGLAND
DEVELOPMENT
AGENCY

Working for England's World Class Region

COMPANY CREDIT CARD EXPENSE CLAIM FORM

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Reclaimable VAT will be calculated by Finance

FINANCE
 2 JUN 2008
RECEIVED

Name: [REDACTED] Department: EID Ext./Contact no: [REDACTED] Region: [REDACTED]	Payroll No: [REDACTED] Project Code: IMPACTE (SE22079) + PROJECT DEVELOPMENT (SE22139) Card No: [REDACTED] Statement Date: [REDACTED]
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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		
IMPACTE SE22079											
16/04/2008	VI Partnership Meeting subsistence (2 SEEDA staff members + 7 IMPACTE partners)					68.87		241.07			309.94
PROJECT DEVELOPMENT SE22139											
<i>ITDE project development meeting, Oostende</i>											
20/04/2008	Train ticket Guildford-London	8.4									8.40
20-21/04/2008	Return train ticket London / Bruxelles (valid as far as Oostende)				94						94.00
21/04/2008	Food Bruxelles (1 SEEDA staff member: [REDACTED])						5.60				5.60
20/04/2008	Hotel Oostende (1 SEEDA staff member: [REDACTED])						68.60				68.60
21/04/2008	Train ticket to London-Guildford	10									10.00
<i>Hydrocat33 project development meeting, London</i>											
01/05/2008	Train ticket Guildford-London	10									10.00
		18.4	0	94	0	68.87	74.2	241.07	0	0	506.54
TOTAL											
STATEMENT TOTAL											

40069913
5/6/08.

SIGNATURE	PRINT NAME	DATE
[REDACTED]	[REDACTED]	29/05/08
		01/06/08



SOUTH EAST
ENGLAND
DEVELOPMENT
AGENCY

Working for England's World Class Region

COMPANY CREDIT CARD EXPENSE CLAIM FORM

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FINANCE
- 2 JUL 2008
RECEIVED

Name	[REDACTED]	Payroll No.	[REDACTED]
Department	EID	Project / Coprog	IMPACTE (SE22079) + PROJECT DEVELOPMENT (SE22139)
Ext / Contact no.	[REDACTED]	Card (V/C) No.	[REDACTED]
Region	1712	Statement Date	[REDACTED]

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		
	IMPACTE SE22079										
26-27/06/2008	IMPACTE partnership meeting Lille			190							190.00
	Train tickets to Lille [REDACTED]										
	PROJECT DEVELOPMENT SE22139					4.56					4.56
01/05/2008	Hydracat project development meeting - refreshments										
		10	0	190	0	4.56	0	0	0	0	194.56
		0	0								TOTAL
For Finance Use Only											STATEMENT TOTAL

40071162
7/7/08

SIGNATURE	PRINT NAME	DATE
[REDACTED]	[REDACTED]	01/07/08
		01/07/08

17/2

COMPANY CREDIT CARD EXPENSE CLAIM FORM

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

FINANCE
 11 AUG 2008
RECEIVED

Name: [REDACTED]
 Sector: [REDACTED]
 EID: [REDACTED]
 Contact no.: [REDACTED]
 Division: [REDACTED]

FINANCE
 - 4 AUG 2008
RECEIVED

Payroll No. [REDACTED]
 Project/ Ccprog SE22079 (IMPACTE) + SE22139 (Project Development)
 Card (A/C) No. [REDACTED]
 Statement Date 06 July 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								
1/06/08	Return ticket to London Waterloo PATCH meeting	se22139	24.40	T															24.40
1/06/08	Lunch for PATCH meeting - London	se22139						43.00	/										43.00
3/06/08	Strategic Initiatives Workshop food for journey	se22139						9.50	/										10.00
3/06/08	Travel to Strategic Initiatives Workshop	se22139	10.00	T															10.00
7/06/08	Travel home from Strategic Initiatives Workshop	se22139	10.00	T															10.00
4/06/08	Travel to Interreg IVA workshop -Maidstone	se22139	34.60	T															34.60
5/06/08	Travel to Hydracat33 meeting - London	se22139	10.00	T															10.00
7/06/08	IMPACTE accommodation partnership meeting Lille (3+6)	se22079										429.08	/			1,001.21	/		1,430.29
7/06/08	IMPACTE accommodation partnership meeting Lille (1)	se22079														142.29	/		142.29
7/06/08	Food for journey back from Lille	se22079											8.63	/					8.63
7/06/08	return ticket from IMPACTE meeting	se22079	10.00	T															10.00
0/06/08	JTS meeting in Lille 21/07/08	se22079					190.00	/											190.00
3/07/08	EMDI+ meeting (Interreg IVB) - Rouen	se22139					269.00	/											269.00
13/07/08	Hotel for EMDI+ meeting - Rouen	se22139											82.23	/					82.23
																			0.00
																			0.00
																			0.00
																			0.30
			99.00	0.00	459.00	0.00	52.50		519.94	0.00	1,143.50	0.00							2,273.94
For Finance Use Only																			
STATEMENT TOTAL																			
2,273.94																			

40073003
 12.8.08

	SIGNATURE	PRINT NAME	DATE
Cardholder	[REDACTED]	[REDACTED]	30/08/08
Line Manager	[REDACTED]	[REDACTED]	31/07/08
Authorised by	[REDACTED]	[REDACTED]	4/08/08

1712

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:

FINANCE
 - 6 OCT 2008
RECEIVED

Payroll No.
 Project/Co-prog
 Card (A/C) No. SE22079 (IMPACTE) + SE22139 (Project Development)
 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
	<i>Meeting with JTS (final audit management)</i>											
20-21/07/2008	Hotel Lille [REDACTED]	se22079						128.93				0.00
	<i>Meeting Rouen EMDI+ project preparation</i>											
07/07/08	Food for journey to Rouen	se22139					9.03					0.00
07/07/08	Train to London St Pancras Int.	se22139	22.70	T								9.03
07/07/08	Train Paris-Rouen	se22139			16.23	/						22.70
08/07/08	Train Rouen-Paris	se22139			16.23	/						16.23
	<i>Submission C2C-PATCH Interreg IVA application</i>											
25/07/08	Train London-Lille-London [REDACTED]	se22139			235.00	/						0.00
17/07/08	Train to London -meeting with Port of Oostende	se22139	24.40	T								235.00
17/07/08	Drink - meeting with Port of Oostende	se22139					3.11		3.60			24.40
	<i>Meeting with JTS (final audit management)</i>											
20/07/08	Dinner [REDACTED]	se22079						42.29				0.00
21/07/08	Lunch [REDACTED]	se22079						15.28		7.64		42.29
												0.00
												0.00
												0.00
			47.10	0.00	267.46	0.00	12.14	186.50	3.60	7.64	0.00	0.00
Per Finance Use Only												
											STATEMENT TOTAL	524.44

40075059.
 9/10/08.

SIGNATURE		PRINT NAME	DATE
Cardholder	[REDACTED]	[REDACTED]	02/10/08
Line Manager	[REDACTED]	[REDACTED]	06/10/08
Authorised by	[REDACTED]		



SEEDA
 SOUTH EAST
 LOCAL ACTION
 DEVELOPMENT
 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
10 NOV 2008
RECEIVED

Name: [REDACTED]
 Directorate: EID
 Ext./Contact no.:
 Region: 1712

Payroll No.:
 Project/ Cipro: SE22079 (IMPACTE)
 Card (A/C) No.: [REDACTED]
 Statement Date:

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	
	SEPSeg meeting, London											0.00	
15/09/08	Train ticket London - meeting with IMPACTE port partners (future prospects)	se22079	24.40	T								24.40	
	IMPACTE final econference											0.00	
18/09/08	Plane ticket for conference speaker (European Commission) [REDACTED]	se22079								291.05		291.05	
22/09/08	Frame for conference's poster	se22079									EVENTS 36.00	36.00	
24/09/08	Bateau & catering for evening reception (7 SEEDA: Brailhwaite, [REDACTED])	se22079					144.00		1,919.00		EVENTS 2,260.00	4,323.00	
24/09/08	Additional catering for conference	se22079							61.95			61.95	
25/09/08	Additional catering for evening reception	se22079					40.00		538.00			578.00	
	IMPACTE partnership meeting VII											0.00	
26/09/08	Lunch (3 SEEDA: [REDACTED])	se22079					203.98		747.94			951.92	
												0.00	
												0.00	
												0.00	
												0.00	
												0.00	
			24.40	0.00	0.00	0.00	387.98	0.00	3,266.89	291.05	2,296.00	6,266.32	
For Finance Use Only													
												STATEMENT TOTAL	6,266.32

40076777
 12.11.08

	SIGNATURE	PRINT NAME	DATE
Cardholder	[REDACTED]	[REDACTED]	12/10/2008
Line Manager	[REDACTED]	[REDACTED]	16/11/08
Authorised by	[REDACTED]	[REDACTED]	10/11/08

1712

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:

FINANCE
17 DEC 2008
RECEIVED

Payroll No.:
Project/ Ccprog: IMPACTE (SE22079) + PROJECT DEVELOPMENT (SE22139)
Card (A/C) No.: [REDACTED]
Statement Date:

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
14/11/08	Meeting on IMPACTE results and future UK-Belgian cooperation, Belgian Embassy											
14/11/08	Train ticket to London	se22079	10.00	T								10.00
24/11/08	C2C partnership meeting 1, Brussels											
24/11/08	Return ticket to Brussels	se22139			219.00	/						219.00
24/11/08	Ticket Brussels-London	se22139			178.50	/						178.50
25/11/08	C2C Lead partner Seminar, Lille											
25/11/08	Return train ticket to Lille	se22139			210.00	/						210.00
25/11/08	Hotel Lille	se22139						235.96	/			235.96
02/12/08	EMDI+ (CAMIS) partnership meeting											
02/12/08	Return train ticket to Folkestone	se22139	21.45	T								21.45
04/12/08	C2C meeting with Shoreham SEEDA representatives											
04/12/08	Train ticket to London	se22139	10.00	T								10.00
For Finance Use Only			41.45	0.00	607.50	0.00	0.00	235.96	0.00	0.00	0.00	884.91
											STATEMENT TOTAL	884.91

40079084
9.1.09

	SIGNATURE	PRINT NAME	DATE
Cardholder	[REDACTED]	[REDACTED]	17/12/08
Line Manager	[REDACTED]	[REDACTED]	17/12/08
Authorised by	[REDACTED]	[REDACTED]	

1712

COMPANY CREDIT CARD EXPENSE CLAIM FORM

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

FINANCE

- 9 FEB 2009

RECEIVED

Name: [REDACTED]
Directorate: EID
Ex/Contacting: [REDACTED]
Region: [REDACTED]

Paying No. [REDACTED]
Project/Program: IMPACTE (SE22079) + PROJECT DEVELOPMENT (SE22139)
Card (A/C) No.: [REDACTED]
Statement Date: [REDACTED]

Date	Details Of Expenditure	Project No.	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
08/12/08	C2C partnership meeting 1, Bruxelles Return train ticket London-Bruxelles (including 5£ special delivery)	se22139			314.00	✓						314.00
10/12/08	C2C Lead partner Seminar, Lille Food [REDACTED]	se22139						42.30	✓			42.30
10/12/08	Tickets Guildford-London [REDACTED]	se22139	20.00	T								20.00
	Tickets London-Guildford [REDACTED]	se22139	20.00	T								20.00
14/12/08	C2C partnership meeting 1, Bruxelles Food	se22139					7.57	✓				7.57
14/12/08	Ticket Guildford-London	se22139	8.40	✓								8.40
14/12/08	Restaurant Bruxelles (3 SEEDA + 5 C2C partners)	se22139						148.22	✓	247.04	✓	395.26
15/12/08	Hotel Bruxelles (3 SEEDA + 5 C2C partners)	se22139						183.45	✓	305.75	✓	489.20
15/12/08	Meeting venue + catering (3 SEEDA + 12 partners)	se22139									931.15	489.20
15/12/08	Ticket London-Guildford	se22139	9.70	✓								931.15
			58.10	0.00	314.00	0.00	7.57	373.97	0.00	552.79	931.15	2,237.58
For Finance Use Only												
											STATEMENT TOTAL	2,237.58

40080703

	SIGNATURE	PRINT NAME	DATE
Cardholder	[REDACTED]	[REDACTED]	13/01/08
Line Manager	[REDACTED]	[REDACTED]	20/01/08
Authorised by	[REDACTED]	[REDACTED]	8/2/09

FINANCE
26 MAR 2009
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]	Payroll No.	[REDACTED]
Directorate	EID	Project Code	PROJECT DEVELOPMENT (SE22139)
Ext./contact no	1712	Card (V/C) No	[REDACTED]
Region		Statement Date	

Date	Details Of Expenditure	Project No.	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
	<i>C2C partnership meeting II, Bruges</i>											
05/02/09	Restaurant for 4 SEEDA employees [REDACTED] + 5 C2C partners	se22139						174.08		217.59		391.67
06/02/09	Hotel for 4 SEEDA employees [REDACTED] + venue/catering for meeting	se22139						512.85				512.85
06/02/09	Hotel for 1 C2C partner [REDACTED]	se22139								88.40		88.40
	<i>Daisychain (preparation) partnership meeting, Gent</i>											
09/02/09	Lunch to partnership meeting	se22139					3.03	X				3.03
08-09/02/09	Return train ticket to Folkestone	se22139	28.40	T								28.40
	<i>IN-TRADE Seminar, Interreg IVB JTS, Lille</i>											
26/02/09	Return train ticket to Lille [REDACTED]	se22139				145.00						145.00
	<i>Meeting with DfT (presentation C2C project)</i>											
26/02/09	Ticket to London	se22139	25.90	T								25.90
			54.30	0.00	145.00	0.00	3.03	686.93	0.00	305.99	0.00	1,195.25
For Finance Use Only												
											STATEMENT TOTAL	1,195.25

40083107
30/3/09

	SIGNATURE	PRINT NAME	DATE
Cardholder	[REDACTED]	[REDACTED]	10/03/09
Line Manager	[REDACTED]	[REDACTED]	11/03/09
Authorised by	[REDACTED]	[REDACTED]	20/3/09