24/3/09

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
2 3 MAR 2009
RECEIVED

Name:	
Payroll No.	1712
Department:	EID
Region:	
Project	SE22079 + SE22139
Bank Account No:	[redacted]
Sort Code:	
Bank Name:	
Payee name:	

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

Date	Details Of Expenditure	Project No.	Mileage Rate	1300 Mileage Payable	1322 UK Taxis & Trains	1321 Other UK Travel	1331 European Travel	1341 Non UK & Europe Travel	1351 Subsist-ence UK	1361 Subsist-ence Foreign	1371 Hospitality UK	1381 Hospitality Foreign	Other	TOTAL
	IMPACTE-Sepseg Meeting London													
15/09/2008	Subsistence	SE22079							3.35	✓				3.35
	C2C Lead Partner Seminar			-										
10/12/2008	Subsistence	SE22139							1.96	✓				1.96
	C2C Partnership meeting I, Brussels													
14/12/2008	Taxi to hotel [redacted] late arrival	SE22139					8.12	✓						8.12
15/12/2008	Taxi to London Waterloo [redacted], late arrival	SE22139			9.4	Tx								9.40
	C2C partnership meeting II, Bruges													
05/02/2009	Subsistence [redacted]	SE22139								7.3	✓			7.30
	PINOT-NIPOD partnership meeting, Oostende													
19/03/2009	Subsistence	SE22139								3.74	✓			3.74
				-										
	Total			0	9.4	0	8.12	0	5.31	11.04	0	0	0	33.87

Deduct Pers.Telephn.Usage, inc.VAT	
Deduct Advances Received	
Total Amount Payable to Claimant	33.87

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.

SIGNATURE	**PRINT NAME**	**DATE**
Cla[redacted]	[redacted]	20/03/2009
Line Manager [redacted]	[redacted]	20/03/2009
Authorised by		

Finance Review
Date

9/10/08

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

FINANCE
- 6 OCT 2008
RECEIVED

Name:		Vehicle Registration	
Payroll No	1712		
Department.	EID	Make of Car	
Region:		Model	
Project	SE22139 (Project Development) + SE22079 (IMPACTE)	Engine CC	
Bank Account No:		Vehicle status (Please circle)	PRIVATE LEASE
Sort Code		Vehicle Type. (Please circle)	PETROL DIESEL LPG
Bank Name:			
Payee name:	[redacted]		

					1300	1322	1321	1331	1341	1351	1361	1371	1381			
Date	Details Of Expenditure	Project No.	No. Business Miles	Mileage Rate	Mileage Payable	UK Taxis & Trains	Other UK Travel	European Travel	Non UK & Europe Travel	Subsist-ence UK	Subsist-ence Foreign	Hospitality UK	Hospitality Foreign	Other	TOTAL
	Conference in London "A high speed vision for the future"														-
22/05/2008	Train ticket to London	SE22079			-	10.00	✓								10.00
	Presentation IMPACTE at Belgian National Bank				-										-
17/06/2008	Underground ticket Bruxelles	SE22079			-			1.19	✓						1.19
	EMDI+ application preparation - meeting in Rouen				-										-
07/07/2008	Dinner before EMDI+ meeting	SE22139			-						2.91	✓			2.91
08/07/2008	Food EMDI+ meeting	SE22139			-						4.74	✓			4.74
	IMPACTE meeting with JTS (final claim guideline)				-										-
20/07/2008	Drink	SE22079			-					0.7	✓				0.70
21/07/2008	Drinks [redacted] external financial consultant)	SE22079			-						3.18	✓	2.38	✓	5.56
21/07/2008	City and local taxes (from 13/09/2006) for hotel [redacted]	SE22079			-						0.72	✓			0.72
21/07/2008	City and local taxes (from 13/09/2006) for hotel [redacted]	SE22079			-						0.72	✓			0.72
					-										-
	IMPACTE final event and partnership meeting				-										-
25/09/2008	Transport to conference venue [redacted] event preparation)	SE22079			-	10.2	TX								10.20
26/09/2008	Transport partnership meeting venue-restaurant (2SEEDA-3IMPACTE partners)	SE22079			-	15.8	TX								15.80
					-										-
					-										-
	Total		0		0	36.00	0	1.19	0	0.7	12.27	0	2.38	0	52.54

Deduct Pers.Telephn.Usage, inc.VAT	
Deduct Advances Received	
Total Amount Payable to Claimant	52.54

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.

	SIGNATURE	PRINT NAME	DATE
Claimant	[redacted]	[redacted]	02/09/2008
Line Manager	[redacted]	[redacted]	06/10/08
Authorised by			

Finance Review Date