

Expense Claim Form

Reclaimable VAT will be calculated by the accounts department

Name: James Brathwaite **1442**  
 Payroll No.:  
 Department: from 25 September 2007 to 20 Feb 2008  
 Region:  
 Project:  
 Bank Account No.:  
 Sort Code:  
 Bank Name:  
 Payee name:

Vehicle Registration  
 Make of Car  
 Model  
 Engine CC  
 Vehicle status (Please circle)  
 Vehicle Type (Please circle)

PRIVATE PETROL LEASE DIESEL LPG

**FINANCE**  
**20 MAR 2008**  
**RECEIVED**

Date	Details Of Expenditure	No. Business Mtes	Mileage Rate	Mileage Payable	1300	1322	1321	1331	1341	1351	1361	1371	1381	Other	TOTAL
					UK Taxes & Trains	Other UK Travel	European Travel	Non UK & Europe Travel	Subsistence UK	Subsistence Foreign	Hospitality UK	Hospitality Foreign			
11-Oct	Avanti											2.35			
31/10/2007										2.35					4.70
09/11/2007	Libyan Ambassador									2					4.00
12/11/2007	Subs Life Sciences Strat Launch													90.6	90.60
14/11/2007					13					6.5					19.50
19/11/2007	Environment Agency									16					32.00
20/11/2007	Environment Agency									5.8					5.80
21/11/2007	Environment Agency				10										10.00
07-Dec-07	subs									13.8					3.90
18-Dec-07	FSE									63					63.00
11/01/2008					29										29.00
14-Jan-08	Stephen Timmins PCF Reception				31.3					19					19.00
17-Jan-08															31.30
23-Jan-08	RDA Chairs stay over									5.80			5.80		11.60
30/01/2008	John Denham				7					130					130.00
01/02/2008					16.50	23.5									23.50
04/02/2008					21.4										21.40
20/02/2008										4.85			4.85		9.70
11/02/2008	subs									39.05			39.05		78.10
25/09/2007	City & Guilds and Sir Bob									2.89					2.89
27/09/2007	UK Space lunch				44										44.00
20/02/2008	Compta for 2012 web conf				23.5										23.50
	<b>Total</b>	0		0						121					121.00

=> take off

Deduct Pers. Telephn. Usage, inc. VAT	
Deduct Advances Received	
<b>Total Amount Payable to Claimant</b>	786.99

*PAID 26/3/2008*

SIGNATURE	PRINT NAME	DATE
[Signature]	JE BRATHWAITE	10/3/08
Line Manager		
Authorised by		

Vehicle statement

I declare that the vehicle used by me for business purposes, and to which this claim relates, is always in a roadworthy condition and covered by appropriate insurance as required by the Road Traffic Act 1988.

**South East England Development Agency**

**Expense Claim Form**

Please ensure VAT receipts are attached where **VERIFIABLE**

Reclaimable VAT will be calculated by the accounts department

Name: James Brathwaite  
 Payroll No.  
 Department: from 28/8/05 to Nov 07  
 Region:  
 Project  
 Bank Account No.  
 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	No. Business Miles	Mileage Rate	Mileage Payable	1300 1322 1321 1331 1341 1351 1361 1371 1381										TOTAL	
					UK Taxis & Trains	Other UK Travel	European Travel	Non UK & Europe Travel	Subsistence UK	Subsistence Foreign	Hospitality UK	Hospitality Foreign	Other			
14-Dec	O2 bill														26.78	26.78
23/11/2007	o2 bill														178.19	178.19
28/11/2007	BT bill														74.29	74.29
14/11/2006	O2 bill														30.72	30.72
28/11/2006	BT Bill														113.59	113.59
28/08/2005	BT Bill														336.15	336.15
23/05/2007	O2 bill														48.03	48.03
23/01/2006	O2 bill														78.39	78.39
21.3.07	Taxi SEEDA Board				5	TX										5.00
13-Jul-07	Towergate				13.9	T										13.90
28-Aug-07	Chichester Festival Theatre meeting				4.6	T										4.60
18/09/2007	Environment Agency									4.45	* 6.62					4.45
15-Oct-07	Lord Sainsbury Jonathan Shaw				8.9	T				6.63	* 19.25					22.15
12-Oct-07	return from London dinner				23.5	T				33.20	* 8.90					91.10
18/09/2007	Oxford Capital Partners				4	T										4.00
03/11/2007	Mayor of Ching Dao dinner				94	T										94.00
19/12/2006	Conf Env Markets Sir Roger Tomkins				14	T										14.00
14/12/2006	Subs									3.9	* 16.00					3.90
13/06/2007	CRWM				12	T										12.00
14/08/2007	O2									3.18	* 16.95					27.58
31/08/2007	taxis				16	T										16.00
no dates	taxis															
<b>Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>195.9</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8.35</b>	<b>0</b>	<b>87.2</b>	<b>0</b>	<b>913.72</b>	<b>1205.17</b>	

**FINANC**  
**20 MAR 2008**  
**RECEIVE**

**Claimants statement**

*PAID 26/3/2008*

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

Deduct Pers.Telephn.Usage, Inc.VAT	
Deduct Advances Received	
<b>Total Amount Payable to Claimant</b>	<b>1205.17</b>

SIG	PRINT NAME	DATE
	BRATHWAITE	10/3/08
Line Manager		
Authorised by		



Expense Claim Form

Name: James Brathwaite  
 Payroll No.  
 Department: Feb to April 2008  
 Region:  
 Project  
 Bank Account No:  
 Sort Code:  
 Bank Name:  
 Payee name:

**FINANCE**  
 20 JUN 2008  
**RECEIVED**

Vehicle Registration  
 Make of Car  
 Model  
 Engine CC  
 Vehicle status (Please circle)  
 Vehicle Type (Please circle)

PRIVATE LEASE  
 PETROL DIESEL LPG

Date	Details Of Expenditure	1300 1322 1321 1331 1341 1351 1361 1371 1381												
		No. Business Miles	Mileage Rate	Mileage Payable	UK Taxis & Trains	Other UK Travel	European Travel	Non UK & Europe Travel	Subsistence UK	Subsistence Foreign	Hospitality UK	Hospitality Foreign	Other	TOTAL
23/04/2008	RDA Chairs				11.5	TX			109.27	*				109.27
Various	taxis no dates				9	T								9.00
25/02/2008	SEERA								3.69	*	7-07			3.69
25/04/2008	Portsmouth CC				46.00	T			3.53	*	40-6			56.60
05/03/2008	an Pearson				30	T			3.05	*	01			36.10
04/03/2008	Alastair Darling/TGSP				46	T					3.05			46.00
23/04/2008	Paul Clark MP/RDA Chairs				48.6	43.40T + 5.2K								48.60
23-Apr-08	BERR				24.5	T								24.50
01-May-08	May Day Summit				9	T								9.00
11/01/2008					46	T								46.00
30-Apr-08	IOD/Digby Jones				38.6	T								38.60
29-Feb-08	Shriti Vadera/Consensus													
<b>Total</b>		0		0										

Deduct Pers.Telephn.Usage, Inc.VAT  
 Deduct Advances Received  
 Total Amount Payable to Claimant 436.86

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.

PAID  
 26/6/2008

Finance Review  
 Date

	SIGNATURE	PRINT NAME	DATE
Claimant	[Redacted]	JE BRATHWAITE	21/6/08
Line Manager	[Redacted]		
Authorised by	[Redacted]		18.6.08

19.08

South East England Development Agency  
Expense Claim Form

Name: James Brathwaite 1442  
 Payroll No.  
 Department: March 08 to 24th October 08  
 Region:  
 Project  
 Bank Account No.  
 Sort Code:  
 Bank Name:  
 Payee name:

Reclaimable VAT - if be calculating of

Vehicle Registration  
 Make of Car  
 Model  
 Engine CC  
 Vehicle status (Please circle)  
 Vehicle Type (Please circle)

PRIVATE LEASE  
 PETROL DIESEL LPG

**FINANCE**  
**1 0 NOV 2008**  
**RECEIVED**

Date	Details Of Expenditure	No. Business Miles	Mileage Rate	Mileage Payable	1300	1322	1321	1331	1341	1351	1361	1371	1381	Hospitallity		Other	TOTAL
														UK	Foreign		
																	10.20
																	11.00
							10.2										6.00
							11										20.00
17/09/2008	Therent DC and Climate Change Forum Taxi						6										30.00
No date	taxis no dates																109.27
01/10/2008	Conservative Conf tax to station																4.40
23/07/2008	Chris Smith EA - RECLAIM from EA																8.03
23/07/2008	subs as overnight for Digby Jones breakfast meeting next day																7.00
24/07/2008	overnight stay 23/7 for Digby Jones breakfast event																84.46
06/03/2008	[REDACTED]																33.47
23-Apr-08	taxi De la Rue dinner																27.38
05-Jun-08	JB Mobile phone																17.90
23/06/2008	MP Mobile phone																48.00
14-Apr-08	MP Mobile phone																31.00
14-Oct-08	SEEDA Rem Cites and [REDACTED] PCF																25.50
02-Jun-08	Libyan meeting																10.00
16/07/2008	EA and [REDACTED] and [REDACTED]																
15/07/2008	EA and Joan Ruddock																
17/07/2008	[REDACTED]																
02/10/2008	[REDACTED]																
	<b>Total</b>																438.86

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

438.86

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

*PAID 12/11/2008*

SIGNATURE	PRINT NAME	DATE
[REDACTED]	JE BRATHWAITE	28/10/08
[REDACTED]	[REDACTED]	7.11.08

**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**  
26 NOV 2008  
**RECEIVED**

Name: James Brathwaite  
Payroll No.  
Department: 25th Octoberto12thNov08  
Region:  
Project  
Bank Account No:  
Sort Code:  
Bank Name:  
Payee name:

1442

Vehicle Registration  
Make of Car  
Model  
Engine CC  
Vehicle status (Please circle)  
Vehicle Type (Please circle)

PRIVATE LEASE  
PETROL DIESEL LPG

Date	Details Of Expenditure	1300 1322 1321 1331 1341 1351 1361 1371 1381													TOTAL		
		No. Business Miles	Mileage Rate	Mileage Payable	UK Taxes & Trains	Other UK Travel	European Travel	Non UK & Europe Travel	Subsistence UK	Subsistence Foreign	Hospitality UK	Hospitality Foreign	Other				
24/08/2008	Mobile phone JB															67.57	67.57
23/08/2008	Mobile phone JB															35.47	35.47
14/08/2008	mobile phone MP															37.35	37.35
<b>Total</b>		0		0													

Claimants statement

*Paid 28/11/2008*

Deduct Pers.Telephn.Usage, inc.VAT	
Deduct Advances Received	
<b>Total Amount Payable to Claimant</b>	140.39

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
	JE BRATHWAITE	17/11/08
Authorised by		26.11.08