





**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: Dolores Byrne  
 Payroll No.  
 Department: 1724  
 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)

**FINANCE**  
 9 JUN 2008  
**RECEIVED**

Date	Details Of Expenditure	No. Business Miles	Mileage Rate	Mileage Payable											TOTAL			
					1300	1322	1321	1331	1341	1351	1361	1371	1381	Other				
18-Apr	Visit to Hastings			-														
	Mileage from Titchfield to/from Hastings	185	0.4	74.00													5	74.00
	Parking			-														
22-Apr	Meeting SESETAC	26	0.4	10.40														10.40
				-														
				-														
				-														
				-														
				-														
				-														
	<b>Total</b>	<b>211</b>		<b>84.4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>89.4</b>

Deduct Pers.Telephn.Usage, inc.VAT	
Deduct Advances Received	
<b>Total Amount Payable to Claimant</b>	<b>89.4</b>

*PAID 10/6/2008*

**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

SIGNATURE	PRINT NAME	DATE
	D BYRNE	29.5.08
Line Manager		
Authorised		6.6.08



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

Name: Dolores Byrne	1724	Vehicle Registration	[REDACTED]
Payroll No:		Make of Car	[REDACTED]
Department:		Model	[REDACTED]
Region:		Engine CC	[REDACTED]
Project		Vehicle status (Please circle)	[REDACTED]
Bank Account No:		Vehicle Type (Please circle)	[REDACTED]
Sort Code:			
Bank Name:			
Payee name:			

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											
21-Aug	SEEDA Meeting at Chatham																							
	Taxi to Fareham station					7	TX																	7.00
	Taxi to SEEDA office at Chatham					6	TX																	6.00
	Taxi to Chatham station					5.6	TX																	5.60
	Train Fareham to Chatham								37.9	T														37.90
	Train Chatham to Winchester								30	T														30.00
29 & 30 Oct	SEEDA Open meeting & Board Meeting Southampton																							
	Mileage to/from Fareham Southampton	26	0.4	10.40																				10.40
10-Dec	SEEDA meetings with EU Commission Brussels																							
	Mileage to/from Southampton airport	24	0.4	9.60																				9.60
	Parking Southampton airport																					18.1	TAXI	18.10
11-Dec-08	SEEDA Board meeting Guildford																							
	Mileage to/from Farnborough	30	0.4	12.00																				12.00
		80		32	18.6	67.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	18.1		136.6

Claimants statement

*PAID 22/12/2008*

Deduct Pers. Telephn. Usage, inc. VAT	
Deduct Advances Received	
Total Amount Payable to Claimant	136.6

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]	D BYRNE	15.12.08
[REDACTED]		26 12 08
Authorised by		