

**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

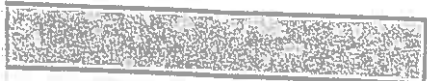
Name: **CHRISTENSEN PAUL**  
 Payroll No.:  
 Department:  
 Region: **SEEDA BOARD**  
 Project:  
 Bank Account No.:  
 Sort Code:  
 Bank Name:  
 Payee name:  
**1310**

Vehicle Registration: [REDACTED]  
 Make of Car:  
 Model:  
 Engine CC:  
 Vehicle status (Please circle):  
 Vehicle Type. (Please circle):

| Date                               | Details Of Expenditure            | No. Business Miles | Mileage Rate | 1300 1322 1321 1331 1341 1351 1361 1371 1381 |                   |                 |                 |                        |                |                     |                |                     |       |   | TOTAL |       |       |
|------------------------------------|-----------------------------------|--------------------|--------------|--|-------------------|-----------------|-----------------|------------------------|----------------|---------------------|----------------|---------------------|-------|---|-------|-------|-------|
|                                    |                                   |                    |              | Mileage Payable                              | UK Taxis & Trains | Other UK Travel | European Travel | Non UK & Europe Travel | Subsistence UK | Subsistence Foreign | Hospitality UK | Hospitality Foreign | Other |   |       |       |       |
| 9-1-08                             | Attend Portul Swan Group meeting. |                    |              |  |                   |                 |                 |                        |                |                     |                |                     |       |   |       |       |       |
| 23-1-08                            | SE Rural Board - Guildford.       | 18                 | 40           | 7.20   | 39.10             | T               |                 |                        |                |                     |                |                     |       |   |       |       |       |
| 28-1-08                            | Milton Park - Duxot               | 27                 | 40           | 10.80  | 4.50              | 4.50*           |                 |                        |                |                     |                |                     |       |   |       |       |       |
| 30-1-08                            | SEEDA Board Dinner & MP           | 18                 | 40           | 7.20   | 17.10             | T               |                 |                        |                |                     |                |                     |       |   |       |       |       |
| <b>Total</b>                       |                                   | 0                  |              | 25.26  | 60.70             | 0               | 0               | 0                      | 0              | 0                   | 0              | 0                   | 0     | 0 | 0     | 0     | 85.96 |
| Deduct Pers.Telephn.Usage, inc.VAT |                                   |                    |              |  |                   |                 |                 |                        |                |                     |                |                     |       |   |       | 85.96 |       |
| Deduct Advances Received           |                                   |                    |              |  |                   |                 |                 |                        |                |                     |                |                     |       |   |       |       |       |
| Total Amount Payable to Claimant   |                                   |                    |              |  |                   |                 |                 |                        |                |                     |                |                     |       |   |       | 85.96 |       |

*PAUL*  
*12/2/2008*

poses, and to which this claim relates,  
d covered by appropriate insurance as



|               | SIGNATURE  | PRINT NAME       | DATE   |
|---------------|------------|------------------|--------|
| Claimant      | [REDACTED] | P.A. CHRISTENSEN | 3-2-08 |
| Line Manager  | [REDACTED] | [REDACTED]       | 5/2/08 |
| Authorised by | [REDACTED] | [REDACTED]       | 7/2/08 |

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

Name: CHRISTENSEN POUH  
 Payroll No.  
 Department: SEEDA BOARD  
 Region:  
 Project: 1310  
 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)

| Date    | Details Of Expenditure                                       | No. Business Miles | Mileage Rate | Mileage Payable | UK Taxe & Trains | Other UK Travel | European Travel | Non UK & Europe Travel | Substet-ance UK | Substet-ence Foreign | Hospitality UK | Hospitality Foreign | Other | TOTAL  |
|---------|--|--------------------|--------------|-----------------|------------------|-----------------|-----------------|------------------------|-----------------|----------------------|----------------|---------------------|-------|--------|
|         |  |                    |              |                 |                  |                 |                 |                        |                 |                      |                |                     |       |        |
| 7/2/08  | Chin "Quadrat" - Abingdon + RPA<br>Rural Leads Conf - London | 28                 | 40p          | 11.20           | 54.95            | T               |                 |                        |                 |                      |                |                     |       |        |
| 26/2/08 | DiDCOT - Jonathan Shaw's Visit.                              | 24                 | 40           | 9.60            | 5.00             | CF              |                 |                        |                 |                      |                |                     |       |        |
| 27/2/08 | Board Dinner - Fines   |                    |              |                 | 4.50             | TX              |                 |                        |                 |                      |                |                     |       |        |
| 28/2/08 | Board meeting - Fines  | 19                 | 40           | 7.60            | 30.05            | T               |                 |                        |                 |                      |                |                     |       |        |
|         |  |                    |              |                 | 9.00             | TX              |                 |                        |                 |                      |                |                     |       |        |
|         |  |                    |              |                 | 9.85             | T               |                 |                        |                 |                      |                |                     |       |        |
| Total   |  | 0                  |              | 28.00           | 115.35           |                 | 0               | 0                      | 0               | 0                    | 0              | 0                   | 0     | 141.35 |

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  
26/3/2008*

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

Finance Review Date

| SIGNATURE     | PRINT NAME       | DATE    |
|---------------|------------------|---------|
|               | P.A. CHRISTENSEN | 11/3/08 |
|               |                  | 12/3/08 |
| Authorised by |                  |         |

East England Development Agency  
 Claim Form

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

No. noni:  
 CHRISTENSEN POUK  
 SEEDA BOARD  
 1310

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

FINANCE  
 8 APR 2008  
 RECEIVED

| Details Of Expenditure                                   | No. Business Miles | Mileage Rate | Mileage Payable | 1300             | 1322            | 1321            | 1331                   | 1341          | 1351               | 1361           | 1371                | 1381     | Other    | TOTAL         |
|--|--------------------|--------------|-----------------|------------------|-----------------|-----------------|------------------------|---------------|--------------------|----------------|---------------------|----------|----------|---------------|
|  |                    |              |                 | UK Taxe & Trains | Other UK Travel | European Travel | Non UK & Europe Travel | Subst-ance UK | Subst-ance Foreign | Hospitality UK | Hospitality Foreign |          |          |               |
| 3/3-08 LAUNCH OLYMPIES TRAINING CAMPS (STOKE MANDEVILLE) | 78                 | 40           | 31.20           |                  |                 |                 |                        |               |                    |                |                     |          |          |               |
| 19/3-08 MDC  |                    |              |                 |                  |                 |                 |                        |               |                    |                |                     |          |          |               |
| 20/3-08 MDC + BOARD - BUILDFORD                          | 18                 | 40           | 7.20            | 14.85            | 7               |                 |                        |               | 105.00             |                |                     |          |          |               |
|  |                    |              |                 | 5.50             | TX              |                 |                        |               |                    |                |                     |          |          |               |
|  |                    |              |                 | 4.00             | TX              |                 |                        |               |                    |                |                     |          |          |               |
| 25/3-08 SEE RUIZH SUMMIT - HINGFIELD                     | 18                 | 40           | 7.20            | 9.00             | PK              |                 |                        |               |                    |                |                     |          |          |               |
|  |                    |              |                 | 134.60           | T               |                 |                        |               |                    |                |                     |          |          |               |
|  |                    |              |                 | 4.50             | PKX             |                 |                        |               |                    |                |                     |          |          |               |
| <b>Total</b>   | <b>0</b>           |              | <b>45.60</b>    | <b>172.45</b>    |                 | <b>0</b>        | <b>0</b>               | <b>0</b>      | <b>105.00</b>      | <b>0</b>       | <b>0</b>            | <b>0</b> | <b>0</b> | <b>323.05</b> |

is statement  
 Deduct Pers. Tolophn. Usage, Inc. VAT  
 Deduct Advances Received  
 Total Amount Payable to Claimant **323.05**

PA-D  
 11/4/2008

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

review

| SIGNATURE            | PRINT NAME       | DATE   |
|----------------------|------------------|--------|
| [Redacted Signature] | P.A. CHRISTENSEN | 3/4/08 |
| [Redacted Signature] |                  | 7/4/08 |
| [Redacted Signature] |                  | 8.4.08 |













