



**South East England Development Agency**  
Expense Claim Form

Name: Imtiaz Farookhi  
 Department:   
 Region:   
 Activity Code:   
 Bank Account No:   
 Sort Code:   
 Bank Name:   
 Payee name:   
 1483

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

Vehicle Registration:   
 Make of Car:   
 Model:   
 Engine CC:   
 Vehicle status (Please circle):   
 Vehicle Type (Please circle):   
 Business miles claimed b/fwd:   
 Business miles this claim:   
 Total business miles c/fwd:   
 Mileage Rate Policy (Please circle): SEEDA EP RDC GOSE DETR

**FINANCE**  
8 FEB 2008  
**RECEIVED**

**FINANCE**  
8 FEB 2008  
**RECEIVED**

Date	Details Of Expenditure	Business Miles	Mileage Rate	Mileage Payable	1821 1823 1824 1825				TOTAL	VAT amount
					Other Travel	Subsistence	Other	Hospitality		
17/12/2007	Car Journey from NHBC, Knowhill MK to Cranfield University, Cranfield for meeting with Destination MK(return)	20	0.4	8.00					8.00	
10/01/2008	Underground journey: Bank to Waterloo: meeting with Oona Muirhead				4	✓			4.00	
23/01/2008	Car Journey from NHBC, Knowhill MK to MK Partnerships & return	4	0.4	1.60					1.60	
30/01/2008	Home to MK Central	7	0.4	2.80					2.80	
	MK Central to Euston				21.3	✓			21.30	
	Euston to Victoria				3	✓			3.00	
	Victoria to Crawley				12	✓			12.00	
31/01/2008	Crawley to Victoria				12	✓			12.00	
	Victoria to Euston				3	✓			3.00	
	Euston to MK				19.1	✓			19.10	
	Mk Central to Home	7	0.4	2.80					2.80	
23/01/2008	Car parking						2.5	✓	2.50	
	Lump Sum Claimed									
Total Number of business miles claimed		38								
For Accounts Use Only				15.20	74.4	0	2.5	0	92.10	#VALUE!
Reclaimable VAT on Mileage Claims				0.58596						

Oyster Card as form of payment

Oyster card as form of payment

Claimants statement

I confirm that the vehicle used by me for business was at all relevant times in a roadworthy condition requested by the Road Traffic Act 1988.

*PAID 12/2/2008*

Deduct Pers.Telephn.Usage, inc.VAT	
Deduct Advances Received	
<b>Total Amount Payable to Claimant</b>	92.1

Claimants Sign:   
 DATE:   
 Line Manager Signature:   
 DATE: 6/2/08   
 Authorising signature:   
 DATE: 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: Imtiaz Farookhi

1483

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

[Redacted]

**FINANCIAL**  
- 5 NOV 2008  
**RECEIVED**

		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
29/10/2008	Car travel: Newport Pagnell to Southampton for SEEDA Dinner. Comm	118	0.40	47.20										47.20
30/10/2008	Return to Home	118	0.40	47.20										47.20
<b>Total</b>		<b>236</b>		<b>94.4</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>94.40</b>

(Sign)

**Claimants statement**

*PAID 6/11/2008*

Deduct Pers.Telephn.Usage, inc.VAT	
Deduct Advances Received	
<b>Total Amount Payable to Claimant</b>	<b>94.40</b>

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]	I. FAROOKHI	3/11/08
[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	4.11.08



**South East England Development Agency**  
Expense Claim Form

Please ensure VAT receipts are attached  
Reclaimable VAT will be calculated by the accounts department

Name: Imtiaz Farookhi  
 Payroll No.  
 Department:  
 Region:  
 Project:  
 Bank Sort (Bank):  
 Paysheet:  
 D

1483

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

		1300					1351		1361		1371		1381			
		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	TOTAL		
08-Dec-08	Travel to & from Sub Economic Partnership Dinner	160	0.40	64.00										64.00		
10/12/2008	Travel to and from SEEDA Board Meeting SEEDA Housing Dinner at K	160	0.40	64.00										64.00		
09/12/2008	Overnight Mandalay Hotel								115					115.00		
<b>Total</b>		<b>320</b>		<b>128</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>115</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>243</b>		

Claimants statement

*PAID  
22/12/2008*

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>243</b>

SIGNATURE	PRINT NAME	DATE
[REDACTED]	I. FAROOKHI	
Line	[REDACTED]	
Authorised by		