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: Keith House

1308

Vehicle Registration	[redacted]
Make of Car	[redacted]
Model	[redacted]
Engine CC	[redacted]
Vehicle status (Please circle)	[redacted]
Vehicle Type: (Please circle)	[redacted]
Business miles claimed b/fwd	0
Business miles this claim	265
Total business miles c/fwd	0

Mileage Rate Policy (Please circle)	SEEDA	EP	RDC	GOSE	DETR

No receipt attached.

FINANCE 8 FEB 2008 RECEIVED

Date	Details Of Expenditure	Business Miles	Mileage Rate	Mileage Payable (1821)	Other Travel (1823)	Subsistence (1824)	Parking	Entertainment (1825)	TOTAL	VAT amount
09/01/2008	Mtg Chairman / Mtg [redacted] RHB - Guildford	110	0.4	44.00					44.00	
17/01/2008	Regional Housing Board - London	15	0.4	6.00	61.40	6.00	14.00		87.40	
30/01/2008	Crawley Board Dinner and Board	140	0.4	56.00					56.00	
									-	
									-	
									-	
		265								
	Total Gross			106.00	61.40	6.00	14.00	0.00	187.40	#VALUE!
3.946808511	Vat Reclaim									
	Net									

Deduct Pers.Telephn.Usage, Inc.VAT	
Deduct Advances Received	
Total Amount Payable to Claimant	£187.40

Paid 12/2/2008

which this claim relates.

appropriate insurance as

Finance Review

Date

Claimants Signature [redacted]

DATE;-

Line Manager Signature

DATE;-

Authorising signature

DATE;-

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: Keith House
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1308

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

FINANCE
4 MAR 2008
RECEIVED

				1300	1322	1321	1331	1341	1351	1361	1371	1381		
Date	Details of Expenditure	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
22/02/2008	Joint Europe Committee - London	15	0.40	6.00	47.30									53.30
28/02/2008	Board Awayday - Hartley Wintney	86	0.40	34.40										34.40
29/02/2008	Mtg Paul Lovejoy - Guildford	110	0.40	44.00										44.00
			0.40	-										0.00
			0.40	-										0.00
			0.40	-										0.00
				-										0.0
				-										0.0
				-										0.0
				-										0.00
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				-										0.00
				-										0.00
				-										0.00
				-										0.00
				-										0.00
				-										0.00
	Total	211		84.4	47.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	131.70

Deduct Pers.Telephn.Usage, Inc.VAT	
Deduct Advances Received	
Total Amount Payable to Claimant	131.70

Claimants statement

Paid 4/3/2008

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

SIGNATURE	PRINT NAME	DATE
Claimant [redacted]	Keith House	29/2/8
Line Manager [redacted]	[redacted]	3/3/08
Authorised [redacted]		3.3.08

Finance Review
Date

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: Keith House

1308

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

FINANCE
28 MAR 2008
RECEIVED

				1300	1322	1321	1331	1341	1351	1361	1371	1381		
	...ture	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
05/03/2008	Brighton CIH Conference	134	0.40	53.60		2.00								55.60
20/03/2008	Board Meeting - Guildford	110	0.40	44.00										44.00
				-										-
				-										-
				-										-
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	Total	244		97.6	0	2	0	0	0	0	0	0	0	99.60

Deduct Pers.Telephn.Usage, inc.VAT	
Deduct Advances Received	
Total Amount Payable to Claimant	99.60

PM 30/3/2008

business purposes, and to which this claim relates,
condition and covered by appropriate insurance as

SIGNATURE	PRINT NAME	DATE
	K House	20/3/8
		25/03/08
		27/03/08

Finance Review
Date

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:	Keith House
Payroll No.	
Department:	Board Member
Region:	
Project:	
Bank Account No:	[redacted]
Sort Code:	
Bank Name:	
Payee name:	

1302

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

FINANCE
8 APR 2008
RECEIVED

Date	Details Of Expenditure	No. Business Miles	Mileage Rate	1300 Mileage Payable	1322 UK Taxis & Trains	1321 Other UK Travel	1331 European Travel	1341 Non UK & Europe Travel	1351 Subsistence UK	1361 Subsistence Foreign	1371 Hospitality UK	1381 Hospitality Foreign	Other	TOTAL
31/03/2008	COO Appointment Interviews - Guildford	110	0.40	44.00										44
				-										-
				-										-
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	Total	110		44	0	0	0	0	0	0	0	0	0	44.00

Deduct Pers.Telephn.Usage, inc.VAT	
Deduct Advances Received	
Total Amount Payable to Claimant	44.00

Claimants statement

Pd 11/4/2008

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.

	SIGNATURE	PRINT NAME	DATE
Claimant	[redacted]	KEITH HOUSE	1/4/08
Line Manager		[redacted]	7/4/08
Authorised			8.4.08

Finance Review
Date

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

Keith House

1308

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

FINANCE
29 JUL 2008
RECEIVED

Date	Expenditure	No. Business Miles	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
08/05/2008	Board - Guildford	110	0.40	44.00										44.00
09/05/2008	Europe Day -	110	0.40	44.00										44.00
19/06/2008	Board - Farnborough	104	0.40	41.60										41.60
22/07/2008	Board - Guildford	110	0.40	44.00										44.00
				-										-
				-										-
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				-										-
	Total	434		173.6	0	0	0	0	0	0	0	0	0	173.60

Deduct Pers.Telephn.Usage, Inc.VAT	
Deduct Advances Received	
Total Amount Payable to Claimant	173.60

Claimants statement

PA.7
29/7/2008

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.

	SIGNATURE	PRINT NAME	DATE
Claimant	[redacted]	K House	22-7-8
Line Manager	[redacted]		
Authorised by	[redacted]	[redacted]	

Finance Review
Date

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: Keith House
Payroll
Departm
Region:
Project
Bank A
Sort Co
Bank N
Payee:

FINANCE
16 SEP 2008
RECEIVED

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

Date		No. Business Miles	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
03/09/2008	RHB - Watford	182	0.40	72.80										72.8
		0	0.40	-										-
11/09/2008	Board - Flights for December	0	0.40	-			85.91							85.91
		0	0.40	-										-
				-										-
				-										-
				-										-
				-										-
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				-										-
	Total	182		72.8	0	0	85.91	0	0	0	0	0	0	158.71

Deduct Pers.Telephn.Usage, inc.VAT	
Deduct Advances Received	
Total Amount Payable to Claimant	158.71

Claimants statement

12/9/2008

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.

	SIGNATURE	PRINT NAME	DATE
Claimant	[redacted]	[illegible]	11/9/2008
Line Manager			
Authorised by	[redacted]	[redacted]	16.9.08

Finance Review
Date

Expense Claim Form

Reclaimable VAT will be calculated by the ...

Name:	Keith House
Payroll No	
Department:	Board Member 1308
Region:	
Project	
Bank Account No:	[redacted]
Sort Code:	
Bank Name:	[redacted]
Payee name:	

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

Date	Details Of Expenditure	No. Business Miles	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
16/09/2008	SEEDA Lib Dem Conference Reception - Bournemouth	80	0.40	32.00		6.50	✓							38.50
18/09/2008	Board - Guildford	110	0.40	44.00										44.00
26/09/2008	One Planet Living - Brighton	130	0.40	52.00		1.90	✓							53.90
		0	0.40	-										-
				-										-
				-										-
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				-										-
	Total	320.00		128.00	0	8.40	0	0	0	0	0	0	0	136.40

Deduct Pers.Telephn.Usage, inc.VAT	
Deduct Advances Received	
Total Amount Payable to Claimant	136.40

Claimants statement

Pd 9/10/2008

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.

	SIGNATURE	PRINT NAME	DATE
Claimant	[redacted]	L. House	27/9/8
Line Manager	[redacted]	[redacted]	2.10.08
Authorised by			

Finance Review
Date

outh East England Development Agency

xpense Claim Form

Please ensure VAT receipts are attached where ever possible.

Reclaimable VAT will be calculated by the accounts department

ame:	Keith House 1308
ayroll No:	
epartment:	Board Member
egion:	
roject	
ank Account No:	[redacted]
ort Code:	
ank Name:	
ayee name:	

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

FINANCE
- 5 NOV 2008
RECEIVED

Date	Details Of Expenditure	No. Business Miles	Mileage Rate	Mileage Payable 1300	UK Taxis & Trains 1322	Other UK Travel 1321	European Travel 1331	Non UK & Europe Travel 1341	Subsist-ence UK 1351	Subsist-ence Foreign 1361	Hospitality UK 1371	Hospitality Foreign 1381	Other	TOTAL
21/10/2008	PM Visit to Kent Science Park	258	0.40	103.20					8.98					112.18
29/10/2008	Board Dinner - Southampton	12	0.40	4.80										4.80
30/10/2008	Board Meeting - Southampton	12	0.40	4.80										4.80
		0	0.40	-										-
				-										-
				-										-
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				-										-
	Total	282.00		112.80	0	0.00	0	0	8.98	0	0	0	0	121.78

Deduct Pers.Telephn.Usage, inc.VAT	
Deduct Advances Received	
Total Amount Payable to Claimant	121.78

Claimants statement

Pay 12/11/2008

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.

SIGNATURE	PRINT NAME	DATE
Claimant [redacted]	K House	30-10-08
Line Manager [redacted]		
Authorised [redacted]	[redacted]	4 11 08

Review

121

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:	Keith House
Payroll No.	
Department:	Board Member
Region:	
Project	1301
Bank Account No:	[redacted]
Sort Code:	
Bank Name:	[redacted]
Payee name:	

Vehicle Registration	[redacted]
Make of Car	[redacted]
Model	
Engine CC	
Vehicle status (Please circle)	PRIVATE
Vehicle Type. (Please circle)	PETROL

FINANCE
17 DEC 2008
RECEIVED

Date	Details Of Expenditure	No. Business Miles	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
12/11/2008	RFA Meeting - London	15	0.40	6.00	44.30	31.30	13.00							50.30
02/12/2008	Shelter/SEEDA Event - London	15	0.40	6.00	~~27.60~~				5.40					88.90
11/12/2008	SEEDA Board - Guildford	110	0.40	44.00	61.40	16.10								44.00
														-
														-
														-