

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: *SUE JOHN*
 Payroll No.
 Department: *SOA/ED*
 Region: *SE*
 Project: *1670*
 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) *LPG*

FINANCE
- 7 JUL 2008
RECEIVED

Date	Details Of Expenditure	No. Business Miles	Mileage Rate	Mileage Payable	1300	1322	1321	1331	1341	1351	1361	1371	1381	Other	TOTAL
					UK Taxis & Trains	Other UK Travel	European Travel	Non UK & Europe Travel	Subsistence UK	Subsistence Foreign	Hospitality UK	Hospitality Foreign			
03/06/2008	JEC Seminar, Reception & Mtg - Brussels			-	23.7						12.65				36.35
05/06/2008	SEERA Select Committee - London			-	22.8										22.80
11/06/2008	Gender Quality Dinner & Seminar - Brussels			-	38				17.79		117.83		117.83		173.62
18/06/2008	Board Dinner & Mtg Farnboro			-	27.9		5 Tx								32.90
19/6/2008	Stationery Items			-										6.28	6.28
27/06/2008	Corporate Cabinet event - Windsor	148	0.4	59.20											59.20
07/06/2008	Stationery Items			-											-
	Total			59.2	112.4	6			17.79	12.65	0	117.83	6.28	331.15	

Claimants statement

PAID 7/7/2008

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.

Finance Review
Date

Deduct Pers.Telephn.Usage, Inc.VAT	
Deduct Advances Received	
Total Amount Payable to Claimant	331.15

SIGNATURE	PRINT NAME	DATE
<i>[Signature]</i>	SUE JOHN	25.6.08
<i>[Signature]</i>		27.08
Authorised by		

South East England Development Agency
Expense Claim Form

4007360

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

Name: SUE JOHN
 Payroll No.
 Department: 1670
 Region:
 Project
 Bank Account No:
 Sort Code:
 Bank Name:
 Payee name:

Vehicle Registration
 Make of Car
 Model
 Engine CC
 Vehicle status (Please circle) 1.4 PRIVATE PETROL
 Vehicle Type. (Please circle) LEASE DIESEL LPG

Date	Details Of Expenditure	No. Business Miles	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			
08/07/2008	Regional Employment & Skills Summit - Gatwick	57	0.4	22.80			13.50	*							
14/07/2008	2012 Brief Brighton	7	0.4	2.80			3.26	*						12.5	36.30
25/07/2008	Team Europe mtg with Chair - G'hard	115	0.4	46.00										32	6.00
31/07/2008	2012 Progress mtg with CG - G'hard	115	0.4	46.00											46.00
24/07/2008	Colour cartridge for printer													8.00	8.00
Total		294		117.60			16.76								142.3

Claimants statement

PAID 27/8/2008

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.

Deduct Pers.Telephn.Usage, Inc.VAT	
Deduct Advances Received	
Total Amount Payable to Claimant	142.3

SIGNATURE	PRINT NAME	DATE
	SUE JOHN	19.8.08
		27.8.08

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: SUE JOHN
Payroll No.
Department: *SUEDA Board*
Region:
Project
Bank Account No:
Sort Code:
Bank Name:
Payee name:

1670

FINANCE
16 SEP 2008
RECEIVED

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	1300	1322	1321	1331	1341	1351	1361	1371	1381	Other	TOTAL
					UK Taxis & Trains	Other UK Travel	European Travel	Non UK & Europe Travel	Subsistence UK	Subsistence Foreign	Hospitality UK	Hospitality Foreign			
26/08/2008	Team Europe mtg with [redacted] Guildford	115	0.4	46.00											
27/08/2008	Mtg with [redacted] - Guildford (Director missed appl)	115	0.4	46.00											46.00
															46.00
Total															

Claimants statement

PAID 18/9/2008

Deduct Pers.Telephn.Usage, Inc.VAT	92
Deduct Advances Received	
Total Amount Payable to Claimant	92

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]	SUE JOHN	12.9.08
[redacted]		
Authorised	[redacted]	16.9.08

