

South East England Development Agency
Expense Claim Form

Name: Peter Jones
 Payroll No. Board 7406
 Department:
 Region:
 Project:
 Bank Account No.:
 Sort Code:
 Bank Name:
 Payee name:

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)

PRIVATE LEASE
 PETROL 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 Trans & Trans	Other UK Travel	European Travel	Non UK & Europe Travel	Subsistence UK	Subsistence Foreign	Hospitality UK	Hospitality Foreign			
12-11-07	SMEs Sub Group - Gloucester	160													
13-11-07	Shuttle bus	100													
14-12-07	private machine hire	160													
15-1-08	board approval - audit training	60													
20-1-08	Cruncher - John - District Meeting	110													
11-2-08	SMEs group - Gloucester	160													
15-2-08	SMEs / SMEs Meeting - London	130													
24-2-08	Meeting Gloucester & District Gloucester	160													
25-2-08	Private hire - Gloucester	220													
25-2-08	Private hire - Hartley railway														
Total		1260													504

Deduct Pers. Telephn. Usage, Inc. VAT
 Deduct Advances Received
 Total Amount Payable to Claimant 504

Claimants statement

PAID 26/3/2008

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.

Finance Review
 Date

SIGNATURE	PRINT NAME	DATE
		11-3-08
		12/3/08
Authorised by		

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: Peter Jones
Department: 1406
Activity Code
Bank Account
Sort Code
Bank Name
Employee Name

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

FINANCE
- 5 NOV 2008
RECEIVED

Date	Description	Business Miles	Mileage Rate	Mileage Payable	1821 1823 1824 1825				TOTAL	VAT amount	
					Other Travel	Subsistence	Other	Hospitality			
20-3-08	Board meeting Guildford	160	0.4						64.00		
17-3-08	Shortlisting for CDO Guildford	66	0.4						26.40		
31-3-08	Interviews for CDO Guildford	160	0.4						64.00		
2-4-08	SIVR Meeting Guildford	160	0.4						64.00		
16-4-08	Meeting re ESCC - Guildford	160	0.4						64.00		
8-5-08	Board Meeting Guildford	160	0.4						64.00		
2-6-08	Remuneration Comm - London	130	0.4						52.00		
18/19-6-08	Visit & Board Meeting Farnborough	200	0.4						80.00		
4-7-08	RES Contact Meeting Guildford	160	0.4			£125.05 *			64.00	189.00	
17/18-7-08	RES - Board Meeting Guildford	160	0.4			£85.00 *			64.00	85.00	
30-9-08	Conservative Conference Farnham					£105.00 *				169.00	
13-10-08	HCA Dinner Guildford	160	0.4						64.00		
Lump Sum Claimed		0									
Business miles claimed		0			0	0	0	0			#VALUE!
Total Gross											
Vat Reclaim											
Net											

£ 1023.00

PAID 4/11/2008 1770

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

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

Claimants Signature
DATE:-
Line Manager Signature
DATE:-
Authorising sign
DATE:-

4-11-08