









**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: Alex Pratt  
 Payroll No.  
 Department: Board  
 Region:  
 Project:  
 Bank Account No:  
 Sort Code:  
 Bank Name:  
 Payee name:

1668

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

FINANCE

21 JUL 2008

RECEIVED

Date	Details Of Expenditure	No. Business Miles	Mileage Rate	Mileage Payable											TOTAL
					1300	1322	1321	1331	1341	1351	1361	1371	1381	Other	
					UK Taxes & Trains	Other UK Travel	European Travel	Non UK & Europe Travel	Subsistence UK	Subsistence Foreign	Hospitality UK	Hospitality Foreign	Other		
02/04/2008	SNR Meeting - Guildford	112	0.40	44.80											44.80
08/05/2008	Board meeting - Guildford	112	0.40	44.80											44.80
09/05/2008	Europe Day - Guildford	112	0.40	44.80											44.80
12/05/2008	SNR Consultation - DEFRA HQ - Parking			-		3.30 TX								3.30	3.30
12/05/2008	SNR Consultation - DEFRA HQ - Rail Fare			-	9.50 TX										9.50
12/05/2008	SNR Consultation - DEFRA HQ - Taxis			-	25.20 TX										25.20
22/05/2008	Innovation Team Meeting, Aylesbury	4	0.40	1.60											1.60
3/6/08-4/6/08	Joint Economic Committee Meeting - Brussels - Hotel EUR 210			-			170.95			170.95					170.95
3/6/08-4/6/08	Joint Economic Committee Meeting - Brussels - Parking			-		5								5	5.00
3/6/08-4/6/08	Joint Economic Committee Meeting - Brussels - Rail Fare			-	14.6 TX										14.60
3/6/08-4/6/08	Joint Economic Committee Meeting - Eurostar Rail Fare			-			435								435.00
3/6/08-4/6/08	Joint Economic Committee Meeting - Taxis			-	17 TX										17.00
08/06/2008	Shrit Vadera visit - Slough	61	0.4	24.40											24.40
18/06/2008	SEEDA Dinner and Board meeting - Farnborough	115	0.40	46.00											46.00
19/06/2008	SEEDA Dinner and Board meeting - Farnborough			-						28.70 *				28.70	28.70
24/06/2008	SEEDA/EMDA/EEDA meeting - Milton Keynes	60	0.40	24.00											24.00
08/07/2008	Regional Skills Summit - Gatwick	154	0.40	61.60											61.60
	<b>Total</b>	<b>730</b>		<b>292</b>	<b>66.3</b>	<b>0</b>	<b>605.95</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>37</b>	<b>1001.25</b>

Claimants statement [REDACTED]

*PAID 24/7/08.*

Deduct Pers. Telephn. Usage, inc. VAT	
Deduct Advances Received	
<b>Total Amount Payable to Claimant</b>	<b>1001.25</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: [REDACTED]

SIGNATURE	PRINT NAME	DATE
Claimant	ALEX PRATT	
Line Manager		
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: Alex Pratt  
 Payroll No.  
 Department: Board  
 Region:  
 Project:  
 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)

**FINANCE**  
11 AUG 2008  
**RECEIVED**

Date	Details Of Expenditure	1300 1322 1321 1331 1341 1351 1351 1371 1381													TOTAL			
		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					
09/06/2008	MKOB Team meeting - working lunch															47.6	47.60	
08/07/2008	Regional Skills Summit - Parking																10.7	10.70
08/07/2008	Regional Skills Summit	152	0.40	60.80														60.80
<b>Total</b>		<b>152</b>		<b>60.8</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>47.6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10.7</b>		<b>119.1</b>	

Deduct Pers. Telephn. Usage, Inc. VAT  
 Deduct Advances Received  
**Total Amount Payable to Claimant** 119.1

*PAID 12/8/2008*

**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 1968.

Finance Review  
Date

	PRINT NAME	DATE
Claimant	ALEX PRATT	
Line Manager		
Authorised by		11/08/08

POSTAGE PAID



Reclaimable VAT will be calculated by...

Name: Alex Pratt  
 Payroll No.  
 Department: Board  
 Region:  
 Project  
 Bank Account No:  
 Sort Code:  
 Bank Name:  
 Pysse name:

1668

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

LPG

FINANCE  
 17 DEC 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			
02/10/2008	SFBSAB Meeting - Guildford - Mileage	112	0.40	44.80											44.80
07/10/2008	National Enterprise Academy Launch - London - Mileage	115	0.40	46.00											46.00
07/10/2008	National Enterprise Academy Launch - London - Parking													6.5	6.50
07/10/2008	National Enterprise Academy Launch - London - Congestion Charge													8.00	8.00
13/10/2008	Homes & Communities Agency Dinner - Guildford - Mileage	109	0.40	43.60											43.60
16/10/2008	Sussex Partner Consultation - Horsham - Mileage	115	0.40	46.00											46.00
16/10/2008	Real Business Seminar - Congestion Charge													8.00	8.00
16/10/2008	Real Business Seminar - London - Mileage	45	0.40	18.00											18.00
16/10/2008	Real Business Seminar - London - Parking													21.00	21.00
21/10/2008	Gordon Brown & Peter Mandelsohn briefing - Sittingbourne - Mileage	198	0.40	79.20											79.20
22/10/2008	Implementing the SNR - London - Rail Travel					14.50	T								14.50
22/10/2008	Implementing the SNR - Taxi Fares					24.00	TX								24.00
22/10/2008	Implementing the SNR - Parking													5.00	5.00
22/10/2008	Implementing the SNR - Food									3.45	X				3.45
06/11/2008	Regional Stakeholder Consultation - Guildford - Mileage	109	0.40	43.60											43.60
18/11/2008	MKOB Area Team meeting - Aylesbury - Mileage	4	0.40	1.60											1.60
19/11/2008	Jeff Alexander meeting / Swedish Study Tour Dinner - Guildford - Mileage	112	0.40	44.80											44.80
25/11/2008	NEA Project Board meeting - London - Rail Fare					14.50	T								14.50
25/11/2008	NEA Project Board meeting - London - Parking													5.00	5.00
25/11/2008	NEA Project Board meeting - London - Taxi					10.00	TX								10.00
25/11/2008	NEA Project Board meeting - London - Subsistence									4.45	K				4.45
26/11/2008	NEA Candidate Interviews - Marlow - Mileage	32	0.40	12.80											12.80
08/12/2008	Sub Regional Partnership Dinner - Guildford - Mileage	108	0.4	43.20											43.20
11/12/2008	Appraisal / Board meeting - Guildford - Mileage	112	0.4	44.80											44.80
	<b>Total</b>	<b>1171</b>		<b>468.4</b>		<b>63</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7.9</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>53.5</b>	<b>592.8</b>

Claimants statement

Deduct Pers. Telephn. Usage, inc. VAT	
Deduct Advances Received	
<b>Total Amount Payable to Claimant</b>	<b>592.8</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.

*PA 17  
18/12/2008*

Finance Review Date:

	PRINT NAME	DATE
Claimant	ALEX PRATT	10.12.08
Line Manager		
Authorised		17.12.08