**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

FINANCE
12 MAR 2008
RECEIVED

| | |
|---|---|
| Name: | Keith Riley |
| Payroll No. | 21726 |
| Depar | |
| Regio | |
| Projec | |
| Bank / | |
| Sort C | |
| Bank I | |
| Payee | |

| | |
|---|---|
| Vehicle Registration | [redacted] |
| Make of Car | [redacted] |
| Model | [redacted] |
| Engine CC | [redacted] |
| Vehicle status (Please circle) | PRIVATE / LEASE |
| Vehicle Type. (Please circle) | PETROL / DIESEL / LPG |

| Date | | 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 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | - | | | | | | | | | | - |
| 14/01/2008 | SEEDA Board Induction, Guilford | 66 | 0.40 | 26.40 | | | | | | | | | | 26.40 |
| 30 - 31/01/2008 | Board meeting, Arora Hotel, Crawley | 22 | 0.40 | 8.80 | | | | | | | | | | 8.80 |
| 27 - 28/01/1900 | Board Strategy Awayday, Elvetham Hall Hotel, Hampshire | 104 | 0.40 | 41.60 | | | | | | | | | | 41.60 |
| | | | | - | | | | | | | | | | - |
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| | | | | - | | | | | | | | | | - |
| | | | | - | | | | | | | | | | - |
| | Total | 192 | | 76.8 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 76.8 |

| | |
|---|---|
| Deduct Pers.Telephn.Usage, Inc.VAT | |
| Deduct Advances Received | |
| Total Amount Payable to Claimant | 76.8 |

**Claimants statement**

PAID 13/3/2008.

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 RILEY | 3/3/08 |
| Line Manager | [redacted] | [redacted] | 6/3/08 |
| Authorised | [redacted] | [redacted] | 11.3.08 |

Finance Review
Date