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
3 APR 2008
RECEIVED

Name:	PROFESSOR BILL WAKEHAM
Payroll No.	
Department:	UNIVERSITY OF SOUTHAMPTON.
Region:	
Project	1484.
Bank Account No:	
Sort Code:	
Bank Name:	
Payee name:	

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

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	Subsistence UK 1351	Subsistence Foreign 1361	Hospitality UK 1371	Hospitality Foreign 1381	Other	TOTAL
6th				-										-
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December 07	Seeda Board Meeting	100	0.40p	40.00	✓									-
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	Total	0		0	0	0	0	0	0	0	0	0	0	0

Deduct Pers.Telephn.Usage, inc.VAT	
Deduct Advances Received	
Total Amount Payable to Claimant	0

PAID 3/4/2008.

poses, and to which this claim relates,
covered by appropriate insurance as

	SIGNATURE	PRINT NAME	DATE
Claim	[redacted]	WILLIAM WAKEHAM	19-03-08
Line Manager	[redacted]	[redacted]	2/4/08
Authorised	[redacted]	[redacted]	2.4.08