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
- 2 JAN 2008
RECEIVED

Name:	Robert H Douglas
Payroll No.	
Department:	Board 1240
Region:	SEEDA
Project	
Bank Account No:	
Sort Code:	
Bank Name:	
Payee name:	

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

[redacted]

Date	Details Of Expenditure	No. Business Miles	Mileage Rate	1300 Mileage Payable	1322 UK Taxis & Trains	1321 Other UK Travel	1331 European Travel	1341 Non UK & Europe Travel	1351 Subsist-ence UK	1361 Subsist-ence Foreign	1371 Hospitality UK	1381 Hospitality Foreign	Other	TOTAL
09-Nov-07	Winchester KPMG CEO Lunch			-	15.3	TK								15.30
21 to 23 Nov 2007	GROW 2 event in Stockholm*			-	52	TX	52.5			25			267.03	396.53
08/12/2007	Board meeting, Guildford	46	0.40	18.40										18.40
				-										-
				-										-
				-										-
	* There are three Airport expres tickets because I paid for [redacted]			-										-
	Inward ticket. I also put the cost of our dinner on 21 Nov SEK1245 on to			-										-
	my room bill but undertand that I cannot claim this but only subsistence			-										-
	allowance of £25. for myself. If this is not the case then please drop the			-										-
	£25.oo allowance and add in the SEK1245 dinner bill (=£99.00) instead.			-										-
				-										-
				-										-
				-										-
				-										-
				-										-
				-										-
	Total	46		18.4	67.3	0	52.5	0	0	25	0	0	267.03	430.23

Deduct Pers.Telephn.Usage, inc.VAT	
Deduct Advances Received	
Total Amount Payable to Claimant	430.23

Paid 4/1/2008

d by me for business purposes, and to which this claim relates,
roadworthy condition and covered by appropriate insurance as
Act 1988.

	SIGNATURE	PRINT NAME	DATE
Clai	[redacted]	Robert H. Douglas	18/12/07
Line Manager	[redacted]	[redacted]	19/12/07
Authorised	[redacted]	[redacted]	2.1.08