Expense Claim Form

Please ensure VAT receipts are attached where ever possible.

Reclaimable VAT will be calculated by the accounts department

FINANCE
4 MAR 2008
RECEIVED

Name:	Bob Goldfield
Payroll No.	1669
Department:	Port of Dover
Region:	Dover
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)	[redacted]
Vehicle Type. (Please circle)	LPG

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
22.11.07	Maidstone & return - Hilton [redacted]	88		-										-
10.01.08	Maidstone & return - Hilton [redacted]	88		-										35.20
11.01.08	London - James Brathwaite & return	160		-										35.20
24.01.08	Maidstone & return - Hilton [redacted]	88		-										64.00
31.01.08	Guildford - SEEDA Board	154		-										35.20
28.02.08	Guildford - SEEDA Board	154		-										61.60
				-										61.60
				-										-
				-										-
				-										-
				-										-
				-										-
				-										-
				-										-
				-										-
				-										-
	Total	732		0	0	0	0	0	0	0	0	0	0	-
														292.8
	Deduct Pers.Telephn.Usage, Inc.VAT													
	Deduct Advances Received													
	Total Amount Payable to Claimant													292.8

Claimants statement

PAID 4/3/2008

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]	Robert Goldfield	29.02.2008
Line Manager	[redacted]	[redacted]	3/3/08
Authorised by	[redacted]	[redacted]	3.3.08

Finance Review
Date

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:	Bob Goldfield
Payroll No.	
Department:	Port of Dover
Region:	Dover
Project	
Bank Account No:	
Sort Code:	
Bank Name:	
Payee name:	

1669

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

FINAN
8 APR
RECEIVE

Date	Details Of Expenditure	No. Business Miles	Mileage Rate	Mileage Payable	UK Taxis & Trains	Other UK Travel	European Travel	Non UK & Europe Travel	Subsist-ence UK	Subsist-ence Foreign	Hospitality UK	Hospitality Foreign	Other	TOTAL
				-										-
17/3				-										35.20
7.03.08	Maidstone Hilton & Return	88		-										61.60
0.03.08 20/3	Guildford - SEEDA Board	154		-										-
				-										-
				-										-
				-										-
				-										-
				-										-
				-										-
				-										-
				-										-
				-										-
				-										-
				-										-
				-										-
				-										-
	Total	242		0	0	0	0	0	0	0	0	0	0	96.8
	Deduct Pers.Telephn.Usage, inc.VAT													
	Deduct Advances Received													
	Total Amount Payable to Claimant													96.8

1300 1322 1321 1331 1341 1351 1361 1371 1381

Claimants statement

Paid 11/4/2008

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]	Bob Goldfield	02.04.08
Line Manager	[redacted]		7/4/08
Authorised by			8.4.08

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 JUN 2008
RECEIVED

Name:	Bob Goldfield
Payroll No.	1669
Department:	Port of Dover
Region:	Dover
Project	
Bank Account No:	
Sort Code:	
Bank Name:	
Payee name:	

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

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
				-										-
08.04.08	Ashford to Thames Gateway - Chatham	55	0.40	22.00										22.00
01.05.08	Maidstone Hilton [redacted]	88	0.40	35.20										35.20
07.05.08	MPC Site visit Oxford			-	112.8	T								112.80
07.05.08	Taxi x 2 for visit to Oxford			-	28.00	TX								28.00
07.05.08	Refreshments for visit to Oxford			-					5.65	V				5.65
07.05.08	Parking at station for visit to Oxford			-		3.5	/							3.50
08.05.08	Guildford - SEEDA Board	154	0.4	61.60										61.60
				-										-
				-										-
				-										-
				-										-
				-										-
				-										-
				-										-
				-										-
				-										-
	Total	297		118.8	140.8	3.5	0	0	5.65	0	0	0	0	268.75
													Deduct Pers.Telephn.Usage, inc.VAT	
													Deduct Advances Received	
													Total Amount Payable to Claimant	268.75

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 1988.

PAID
26/6/2008

	SIGNATURE	PRINT NAME	DATE
Claimant	[redacted]	Bob Goldfield	04.06.08
Line Manager			
Authorised by	[redacted]		11.6.08

Finance Review
Date

South East England Development Agency

Expense Claim Form

Please ensure VAT receipts are attached where ever possible

Reclaimable VAT will be calculatec

FINANCE
24 OCT 2008
RECEIVED

Name:	Bob Goldfield
Payroll No.	1669
Department:	Port of Dover
Region:	Dover
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)

					1300	1322	1321	1331	1341	1351	1361	1371	1381		
Date	Details Of Expenditure	No. Business Miles	Mileage Rate	Mileage Payable	UK Taxis & Trains	Other UK Travel	European Travel	Non UK & Europe Travel	Subsist-ence UK	Subsist-ence Foreign	Hospitality UK	Hospitality Foreign	Other	TOTAL
				-										-
18.06.08	SEEDA Dinner - Farnborough	88	0.40	35.20										35.20
19.06.08	SEEDA Board - Farnborough Return	88	0.40	35.20										35.20
10.07.08	SEEDA Chatham	60	0.40	24.00										24.00
18.07.08	SEEDA Margate	68	0.4	27.20										27.20
21.08.08	SEEDA Chatham	60	0.4	24.00										24.00
18.09.08	SEEDA Board - Guldford	154	0.4	61.60										61.60
06.10.08	SEEDA - London by train			-	19.6									19.60
				-										-
				-										-
				-										-
				-										-
				-										-
				-										-
				-										-
				-										-
	Total	518		207.2	19.6	0	0	0	0	0	0	0	0	226.8

Deduct Pers.Telephn.Usage, Inc.VAT	
Deduct Advances Received	
Total Amount Payable to Claimant	226.8

Claimants statement

Paid 28/10/2008

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.

PRINT NAME	DATE
Bob Goldfield	16.10.08
	24.10.08

Finance Review
Date

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