







South East England Development Agency

Expense Claim Form

Name: P. Wood 1405

Department: Board Member

Region:

Activity Code:

Bank Account No:

Sort Code:

Bank Name:

Payee name:

Please ensure VAT receipts are attached where ever possible  
 Reclaimable VAT will be calculated by the accounts department

**FINANCE**  
 - 5 NOV 2008  
**RECEIVED**

Vehicle Registration: XXXXXXXXXX

Make of Car: XXXXXXXXXX

Model: XXXXXXXXXX

Engins CC: XXXXXXXXXX

Vehicle status (Please circle): PRIVATE LEASE

Vehicle Type (Please circle): PETROL DIESEL

Business miles claimed b/wd: 102

Business miles this claim: #VALUE!

Total business miles o/wd: #VALUE!

Mileage Rate Policy (Please circle): SEEDA EP<sup>4</sup> RDC GOSE DETR

Date	Details Of Expenditure	Business Miles	Mileage Rate	1821 1823 1824 1825				TOTAL	VAT amount
				Mileage Payable	Other Travel	Subsist- ences	Other		
24/10/2008	Regional Assembly Select Cttee	8	0.40		71.4	TX 10 T 61.40			74.6
29 Oct 08	Board Dinner Southampton				9	TX			9.0
30/10/2008	Board Meeting Southampton	8	0.40						5.2
<p>PAID</p> <p>6/11/2008</p>									
Lump Sum Claimed									
Total Number of business miles claimed		16							
For Accounts Use Only					80.4	0	0	0	#VALUE!
Reclaimable VAT on Mileage Claims 0.238297972									86.80
Total Gross									
Vat Reclaim									
Net									

Amounts statement

4,110.9

Deduct Pers. Telephone Usage, Inc. VAT

Deduct Advances Received

Total Amount Payable to Claimant

0