| Claim Number |
|---|
| |

# EXPENSES CLAIM

**All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section**

| Name | Job Level | Payroll NO. | Department |
|---|---|---|---|
| **Ailsa Beaton** | NED | | |

| Usual mileage to work | N/A |
|---|---|

NB only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box. Refer to the Expenses Guide in you are unsure.

| Date | Time | | Full details of journey and charges. | Mode of travel | Car mileage | | | Receipt attached * |
|---|---|---|---|---|---|---|---|---|
| | Depart | Arrive | | | STD | PTR | | |
| | | | | | 45p | 25p | £ p | |
| 25/07/16 | 08:00 | 09:30 | [redacted] to Euston | Tube | | | 2.90 | |
| 25/07/16 | 09:40 | 18:10 | Euston to Wilmslow return | Train | | | 80.10 | |
| 25/07/16 | 18:20 | 19:40 | Euston to [redacted] | Tube & bus | | | 3.60 | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | **sub-total** | 0 | 0 | 86.6 | |

**Other incidental expenses (e.g. telephone, postage)**

| | | | | | |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |

| | |
|---|---|
| **total amount claimed** | **86.60** |
| **less cash advances received** | |
| **amount claimed for payment** | **86.60** |

If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

**DECLARATION**

I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.

| Signed | [redacted] | Date | 25/07/2016 |
|---|---|---|---|

**APPROVAL OF** [redacted] **who can approve your claim)**

| Name of manager | | Job Level | |
|---|---|---|---|
| Signed | | Date | |

**FOR FINANCE USE**

| Paid stamp | Additions checked | Budget Code |
|---|---|---|
| | | Budget Holder |
| | Authorised by the Finance Manager | Individual |
| | | Consuming CC |

* Receipts **must** be provided for subsistence claims. Please attach to the **back** of this form.

# Expense Reimbursement

| RCT Number (Finance Use) |
|---|
| |

| Claim Number |
|---|
| 64778 |

Employee Name: Nicola Wood

Delegated authority:

Department (choose from drop down menu): Executive - 008

Expense Period From: 01/07/2016
To: 31/07/2016

## Itemised Expenses

| DATE | DESCRIPTION (including times for subsistence claims & business purpose) | Receipt No. | CATEGORY (Choose from drop down menu) | COST (drop down for appropriate currency) UK £ |
|---|---|---|---|---|
| 18/05/16 | [redacted] to Whittlesford station and back (quicker train than | | Travel - UK | 4.50 |
| 18/05/16 | train fare | | Travel - UK | 102.60 |
| | | | SUBTOTAL | 107.10 |

**Mileage**

| | Miles | No. of passengers | | |
|---|---|---|---|---|
| Car miles claimed (Standard Rate)* | | | 45 p per mile | 0.00 |
| Car miles claimed (Public Transport Rate) | | | 25 p per mile | 0.00 |
| Motorcycle miles claimed | | | 24 p per mile | 0.00 |
| Bicycle miles claimed | | | 20 p per mile | 0.00 |
| Passenger rate | | | 5 p per mile | 0.00 |

***Note: Mileage reimbursement for personal car please deduct usual mileage to/from work**

Less Cash Advance
TOTAL REIMBURSEMENT **107.10**

**Don't forget to attach receipts!**

**Claimant: Please email to your manager for approval.**
**Delegated authorities: Please forward to expenses@ico.org.uk by way of approval for payment**

**For Finance Use**

**Additions checked**

**Authorised by Finance Manager**

008 0000
**Nominal Code**

**Paid Stamp**

# Expense Reimbursement

| RCT Number (Finance Use) |
|---|
| 7969 |

| Claim Number |
|---|
| 97182 |

Employee Name: Simon Entwisle

Delegated authority: [redacted]

Department (choose from drop down menu): [redacted]

| 008 | 0000 |
|---|---|

Nominal Code (Finance Use)

Expense Period From: 27/06/2016
To: 05/07/2016

## Itemised Expenses

| DATE | TIME Depart | TIME Arrive | DESCRIPTION (including times for subsistence claims & business purpose) | Receipt No. | CATEGORY (choose from drop down menu) | COST (drop down for appropriate currency) UK £ |
|---|---|---|---|---|---|---|
| 27.06.16 | 12.45 | | Attending Annual Report launch in London | | | |
| | | | Receipts 1,2,3 £20+£5.24+£5.70 = £30.94 | 1 | Subsistence - UK | |
| | | | Therefore claiming allowance of £30.00 | 2 | Travel - UK | |
| 28.06.16 | | 15.35 | | 3 | Subsistence - UK | 30.00 |
| | | | | | | |
| 05.07.16 | 05:45 | | Meetings in London with Ofcom and DCMS | 4 | Other Car Parking | 6.00 |
| 05.07.16 | 18:50 | | | 5 | Subsistence - UK | 4.35 |
| | | | | | SUBTOTAL | 40.35 |

**Mileage**

| | Miles | No. of passengers | | |
|---|---|---|---|---|
| Car miles claimed (Standard Rate)* | | | 45 p per mile | 0.00 |
| Car miles claimed (Public Transport Rate) | | | 25 p per mile | 0.00 |
| Motorcycle miles claimed | | | 24 p per mile | 0.00 |
| Bicycle miles claimed | | | 20 p per mile | 0.00 |
| Passenger rate | | | 5 p per mile | 0.00 |

***Note: Mileage reimbursement for personal car please deduct usual mileage to/from work**

Less Cash Advance

TOTAL REIMBURSEMENT **40.35**

**Don't forget to attach receipts!**

**Claimant: Please email to your manager for approval.**
**Delegated authorities: Please forward to expenses@ico.org.uk by way of approval for payment**