Expense Reimbursement

RCT Number (Finance Use)

Claim Number
97076

Employee Name: Elizabeth Denham

Delegated authority: [redacted]

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

008	0000

Nominal Code (Finance Use)

Expense Period From:

To: 21/11/2016

Itemised Expenses

DATE	TIME		DESCRIPTION (including times for subsistence claims & business purpose)	Receipt No.	CATEGORY (choose from drop down menu)	COST (drop down for appropriate currency)
	Depart	Arrive				UK £
13/10/16	08:11		London for Digital Economy Bill evidence			
			Kudos hospitality	1039	Subsistence - UK	5.65
			Licensed London Taxi Receipt	1	Travel - UK	14.00
			Pret a Manger	2	Subsistence - UK	2.95
			Dinner receipt The Ship Tavern	3	Subsistence - UK	20.00
14/10/16			Breakfast at Club Quarters Hotel	10A05N	Subsistence - UK	13.50
15/10/16			Airport Taxis Wilmslow	4	Travel - UK	20.00
			City Ryders Taxi	5	Travel - UK	15.00
26/10/16			Airport Taxis Wilmslow	6	Travel - UK	20.00
			Pork & Pickle Manchester	8604	Subsistence - UK	5.64
			Gett Taxi receipt	7	Travel - UK	20.00
			Harrogate still water	8837	Subsistence - UK	2.60
27/10/16			A wilmslow taxi service	8	Travel - UK	15.00
			Pork & Pickle Manchester	9300	Subsistence - UK	5.85
30/10/16			LTDA Taxi receipt	9	Travel - UK	12.00
			Starbucks	9479	Subsistence - UK	2.75
04/11/16			Licensed London taxi receipt	10	Travel - UK	22.00
			Kudos Hospitality	15	Subsistence - UK	4.40
08/11/16			Pret A Manger Manchester Airport	16	Subsistence - UK	7.20
10/11/16			Taxi receipt (Hackney solutions)	17	Travel - UK	26.00
17/11/16			Train ticket to Edinburgh		Travel - UK	134.00
			RENT [redacted] FOR NOVEMBER		Subsistence - UK	1500.00
					SUBTOTAL	1,868.54

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 **1,868.54**

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

Expense Reimbursement

RCT Number (Finance Use)

Claim Number
65981

Employee Name: Elizabeth Denham

Delegated authority: [redacted]

Department (choose from drop down menu):

017	0000

Nominal Code (Finance Use)

Expense Period From:

To: 21/11/2016

Itemised Expenses

DATE	TIME		DESCRIPTION (including times for subsistence claims & business purpose)	Receipt No.	CATEGORY (choose from drop down menu)	COST (drop down for appropriate currency)
	Depart	Arrive				Other currency
27/10/16						CANADIAN DOLLARS
			Fairmont Chateua Laurier invoice for 2 nights	791015	Subsistence - Overseas	636.24
			Dinner at Beckta Dining		Subsistence - Overseas	50.00
29/10/16						
					SUBTOTAL	686.24

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 **686.24**

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

Expense Reimbursement

RCT Number (Finance Use)

Claim Number
68747

Employee Name: Elizabeth Denham

Delegated authority: [redacted]

Department (choose from drop down menu):

017	0000

Nominal Code (Finance Use)

Expense Period From:

To: 21/11/2016

Itemised Expenses

DATE	TIME		DESCRIPTION (including times for subsistence claims & business purpose)	Receipt No.	CATEGORY (choose from drop down menu)	COST (drop down for appropriate currency)
	Depart	Arrive				EURO
08/11/16						
			TAXIS AUTOLUX	138009	Travel - Overseas	45.00
09/11/16			Taxi bruxellois	1692	Travel - Overseas	4.20
10/11/16			1000 bruxelles	3140	Travel - Overseas	55.00
			Brussells airport		Travel - Overseas	8.60
			Autogrill Belux	644	Subsistence - Overseas	17.10
10/11/16			Warwick Brusells	445187	Travel - Overseas	278.00
			Warwick Brussells Pringles M&Ms	445188	Subsistence - UK	20.00
					SUBTOTAL	427.90

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	**427.90**

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