Expense Reimbursement

RCT Number (Finance Use)

Claim Number
77466

Employee Name: Elizabeth Denham

Delegated authority: Simon Entwisle

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

008	0000

Nominal Code (Finance Use)

Expense Period From:

To: 26/08/2016

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 £
11/08/16			Taxi from home to Airport	1	Travel - UK	22.00
	16:20	17:20	Flight MAN to Belfast City to visit RO	2	Travel - UK	251.49
			Paid on personal credit card			
14/08/16	14:45	15:45	Flight Belfast City to MAN			
11-14/8/16			3 nights at Radisson Blu Belfast - claiming for 3 x room rate allowance of £120 per night. Trip included a visit to the office to meet with all ICO staff and time spent familiarising myself with the environment to understand the context of ICO work.	3	Travel - UK	360.00
			Pd on personal credit card			
14/08/16			Taxi from Hotel to Belfast Airport	4	Travel - UK	10.00
14/08/16			Taxi from MAN Airport to home	5		20.00
20/08/16			Taxi from home to Wilmslolw Station	6	Travel - UK	5.00
	13:46	17:00	Train Wilmslow to Cardiff Central return	7	Travel - UK	64.00
			1 adult fare claimed			
			Taxi from Cardiff Central to Park Plaza Hotel	8	Travel - UK	7.00
20-22/8/16			2 nights at Park Plaza Cardiff			199.00
			claiming for 2xroom rate allowance of £120 per night. Trip included meeting all staff and visiting the Senate.	9	Travel - UK	119.00
22/08/16			Taxi from Park Plaza to Cardiff Station	10	Travel - UK	6.00
			Taxi from Wilmslow Station to home	12	Travel - UK	5.00
25/08/16			In London for meeting with DExEU	13	Subsistence - UK	5.00
					SUBTOTAL	1,073.49

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 **1,073.49**

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

RCT Number (Finance Use)

Expense Reimbursement

Claim Number
73203

Employee Name: Elizabeth Denham

Delegated authority: Simon Entwisle

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

008	0000

Nominal Code (Finance Use)

Expense Period From:
To: 31.08.16

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 £
31.08.16			September rent for Commissioner's accommodation in Wilmslow as agreed with Simon Entwisle		Other	1550.00
					SUBTOTAL	1,550.00

Mileage

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	Miles / No. of passengers	5 p per mile	0.00

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

Less Cash Advance

TOTAL REIMBURSEMENT **1,550.00**

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