



Board Members' Expense Claims

April 2011



Day Travelcard

Class: **STD** Ticket type: **OFF-PEAK TCDS** Start Date: **31 MCH 11** Price: **£9.90X**

Valid until: **31 MCH 11A** SNR: **5204154892**

Between: **ST ALBANS & LONDON ZONES 1-6** Number: **73803**

Route: **ANY PERMITTED**

RESTRICTION ADVISED

valid within zones indicated. Not for resale.
Valid as advertised.

 Printed 15:11 on 30-MCH-11

RECEIPT OF PAYMENT (2)

St Albans MSCP

VAT No. 239 0546 59

Ar POF N: 05

Entry at: 31/03/11 09:35
Paid at : 31/03/11 14:27
Tariff : 04
No {7,FAMILLE} : 038748 - 02

Transaction Amount
*** £ 6.80
Vat 20 % £ 1.13

Cash SEQ# 063503

St Albans MSCP

Thank You
For Your Visit

Car Mileage

Date of Travel	Time of Departure	Time of Return	Details of Journey (To and From and Give reason for journey)	Amount claimed for mileage in privately owned vehicle	
				Miles	Rate
DD/MM/YYYY	e.g. 7:00	e.g. 19:00	Cumulative Mileage B/Fwd (from previous claim) →		as X.XX
					£0.40
					£0.40
					£0.40
			Cumulative Mileage C/Fwd (to next claim) →		

Sub Total: 175.40

Other Travel

Date of Travel	Time of Departure	Time of Return	Details of Journey (From and To and give reason for journey and attach supporting documents)	Amount Claimed for Public Transport				
				Public Transport 71210	Taxi Fares 71220	Air Travel 71225	Other Travel	TOTAL
DD/MM/YYYY	e.g. 7:00	e.g. 19:00		£	£	£	£	£
15/03/11	1120	1530	Board Mtgs - taxi out	46-00	5-00			6-00
16/03/11			Cambridge - bridge - taxi back	42-00	6-00			5-00
25/03/11	1145	1730	Trout Inclusive 189 - taxi out	42-00	60.40			60.40
			Cambridge - bridge - taxi back		5-00			5-00
31/03/11	0845	1500	Went to - including - taxi out	42-00			6-00	42-00
			Cambridge - bridge - taxi back	42-00				6-00
								175.40

Sub Totals: 175.40

Date of Travel	Time of Departure	Time of Return	Details of expense (Please give full explanation, type of expense, location, names of other people present, reason for expense and attach supporting documents)	Amount Claimed for Public Transport				
				Hotels 71230	Subsistence 71240	Working Lunches 74120	Other Entertaining 71720	PPE Allowance 71230
DD/MM/YYYY	e.g. 07:00	e.g. 19:00		£	£	£	£	£
15/03/11	1120		Board Mtgs - lunch		4-54			4-54
			- dinner		25-00			25-00
16/03/11		1530	- lunch		5-00			5-00
25/03/11	1145	1730	Trout Inclusive Mtg - lunch		5-00			5-00
31/03/11	0845	1500	Went to - including - lunch		5-00			5-00
			Cambridge - bridge - taxi back					5-00
								175.40

Sub Totals: 175.40

largest total receipt

4-54
25-00
5-00
5-00
5-00

5-00

44.54



Class	Ticket type	Adult	Child	
STD	ANYTIME R	ONE	NIL	OUT
	Start date	Number		
	15-MCH-11	93662	4603702247	
From	Valid until	Price		
CAMBRIDGE *	19-MCH-11	£46.00 X		
To	Route	Validity		
U12**	LONDN	ANY PERMITTED	FIVE DAYS	
2-PART RETURN				

Printed 11:32 on 15-MCH-11



PANTHER TAXIS (3)

01223 715715

www.panthertaxi.co.uk

RECEIPT DATE 16-03-2011

JOURNEY FROM Station

TO Apple court

CALL SIGN / PLATE No. 51

PRICE: £6.00

SIGNATURE [Signature]

THANK YOU!

Debit/Credit Card Sales Voucher
*****Card Receipt*****

VISA CREDIT

Card No.: *****9031
AID: A0000000031010
Expiry Date: 1111
Start Date: 0908
Merchant: 54427691
Auth Code: 50559

Amount: £46.00

Description: TRAVEL
Issuing Office: CAMBRIDGE
Issuing NLC: 7022
Terminal: 27670513
Machine: 4603
Window: 47
Card Trans No.: 96698
Tkt Trans No.: 93662

Sale Confirmed

15/03/2011 11:32:32

Thank you for your custom

*****NOT VALID FOR TRAVEL*****
Please retain for your records



PANTHER TAXIS (5)

01223 715715

www.panthertaxi.co.uk

RECEIPT DATE 25/3/11

JOURNEY FROM

TO

CALL SIGN / PLATE No.

PRICE: £6.00

SIGNATURE [Signature]

THANK YOU!

Class	Ticket type	Adult	Child	
1ST	ANYTIME DAY 1R	ONE	NIL	OUT
	Start date	Number		
	25-MCH-11	38126	8863702243	
From	Valid until	Price		
CAMBRIDGE *	25-MCH-11	£60.40 X		
To	Route	Validity		
U12**	LONDN	ANY PERMITTED	ON DATE SHOWN	
2-PART RETURN				

Printed 12:01 on 25-MCH-11

M

18/6

(9)

200 p/s

(10)

OSTERIA dell'angolo

47 MARSHAM STREET

WESTMINSTER SW1P 3DR

TEL: 0203 268 1077. FAX: 0203 268 1073

www.osteriadellangolo.co.uk

Platform 1 Cambridge Rail

Cambridge

City CB1 2JH

Tel: 01223 353120

Visit our website at www.whsmith.co.uk

VCHR MERLIN		0.00
KIT KAT CHUNKY	50G.	0.79
CHEESE & ONIONSANDWICH		2.75
STANDARD	CARRI	0.01
WALKERS GRAB BAG	CHEES	0.99
Total		£4.54
Cash		20.00
Cash Change		£15.46

5 Items sold served you today.

Thank you for shopping at WHSmith.
Please retain your receipt as proof of purchase.

15/03/11 11:47:46 01236 0102 147972 0212



BILL		33562
TABLE		0
PERSON		3

3x CURED MEAT	9.50	28.50
3x DUCK	19.00	57.00
SIDE		3.50
2x TIRAMISU	5.50	11.00
NOUGAT PARFAIT		5.50
-----FOOD		105.50-----
MERLOT di giorno		21.50
HALF P.GRIGIO		15.00
-----WINE		36.50-----
CAPPUCINO		3.00
DECAF FILTER		2.50
DECAF ESPRESSO		2.00
-----HOT DRINKS		7.50-----

David + Stella + David

SUBTOTAL 149.50

SERVICE 12.50 18.69

SUBTOTAL 168.19

£25.00 claim

Discretionary 12.5% service charge is included
Private dining room is available with plasma.

VAT No. 938 6448 76

(12)

(7)



Platform 1 Cambridge Rail
Cambridge
City CB1 2JH
Tel: 01223 353120
Visit our website at www.whsmith.co.uk

Debit/Credit Card Sales Voucher
*****Card Receipt*****

VCHR MERLIN		0.00
TELEGRAPH WEEKDAY		1.00
WALKERS GRAB BAG	CHEES	0.99
EGG & BACON	SANDW	3.05
STANDARD	CARRI	0.01
Total		£5.05
Cash		5.10
Cash Change		£0.05

VISA CREDIT
Card No.: *****9031
AID: A0000000031010
Expiry Date: 1111
Start Date: 0908
Merchant: 54427691
Auth Code: 85258

Amount: £42.00

5 Items sold
served you today.

Thank you for shopping at WHSmith.
Please retain your receipt
as proof of purchase.

Description: TRAVEL
Issuing Office: CAMBRIDGE
Issuing NLC: 7022
Terminal: 27670508
Machine: 5345
Window: 42
Card Trans No.: 23695
Tkt Trans No.: 49828

25/03/11 12:13:49 01236 0101 014741 0225



Sale Confirmed

31/03/2011 08:39:34

Thank you for your custom

*****NOT VALID FOR TRAVEL*****
Please retain for your records

(13)

West Cornwall Pasty Co.
Platform 1,
Cambridge Railway Station,
Station Road, Cambridge, CB1 2JW

West Cornwall Pasty Co.
VAT NO:713 280 365
MARK 31/03/2011 08:43

Till 1 Sale 179060

1 BACON ROLL (2 Rashers) TA	2.10*
TOTAL	2.10
CASH	5.00
CHANGE	2.90
* V.A.T.	0.35

TEL:01223 312233
Thank You for your Custom

PASSENGER FOCUS
REIMBURSEMENT OF PERSONAL EXPENSES



FULL NAME: MICHAEL PATLICK DEPARTMENT: ADVISOR EMPLOYEE No.: _____ COST CENTRE: _____ DATE OF CLAIM: 18.3.2011

HOME ADDRESS: _____

Date of Purchase	Expense Type	Description of Expense (Please attach supporting documents)	Account Code	Amount excl VAT	VAT	Gross Amount
	Public Transport	Details on page 2	71210	105.00		£0.00
	Mileage	Details on page 2	71215			£0.00
	Taxi Fares	Details on page 2	71220			£0.00
	Air Travel	Details on page 2	71225			£0.00
	Other Travel	Details on page 2				£0.00
	Hotels	Details on page 2	71230	123.00		£0.00
	Subsistence	Details on page 2	71240			£0.00
	P.T.E Allowance	Details on page 2	71250			£0.00
	Entertainment	Details on page 2	71720			£0.00
	Working Lunches	Details on page 2	74120			£0.00
	Telephone Calls					£0.00
	Mobile Phone Calls					£0.00
	Stationery		74315			£0.00
	Postage		74035			£0.00
	Other Expenses - Please give details below & include full description and account codes:		74010			£0.00
				Total Expenses:	£0.00	£0.00

RECEIVED
5 - APR 2011
PASSENGER FOCUS

231.30

FOR FINANCE USE ONLY

Reference No: _____
 Journal No: _____
 Date Paid: _____

DECLARATION
 I declare that the expenditure recorded above was actually, wholly, necessarily and exclusively incurred by me on behalf of Passenger Focus within the policies and guidance as set out in the Staff Handbook and accept that Income Tax and National Insurance may, where appropriate, be properly deducted at source.
 I attach proof of my expenditure, which has been checked and totalled by me.

SIGNED: [Signature] DATE: 18.3.2011

CHECKED 05 APR 2011

[Signature]

APPROVED BY: Matt Avison

NAME: _____
 SIGNED: [Signature]

DATE: 05. April 2011



Class **STD ANYTIME DAY S** Adult **ONE** Child **NIL** **SGL**
 Start Date **15-MCH-11** Number **02210 4777940082**
 From **HAYWARDS HEATH *** Valid until **15-MCH-11** Price **£17.10X**
 To **LONDON VICTORIA** Route **ANY PERMITTED** Validity **ON DATE SHOWN**
SINGLE
 MR PARKER
 ToD CTR: NCSGNAL-158- Printed 07:10 on 15-MCH-11

VALID ONLY WITH RESERVATIONS
 Class **STD ADVANCE** Adult **ONE** Child **NIL** **SGL**
 Start Date **16-MCH-11** Number **71191 4122772986**
 From **LONDON TERMINALS** Valid until **16-MCH-11** Price **£80.50X**
 To **NEWCASTLE *** Route **EC & CONNECTINS** Validity **BOOKTRAINONLY**
SINGLE
 MR PARKER
 ToD CTR: HLEK6KN-4400 Printed 14:33 on 16-MCH-11

Class **STD EVENING RETURN** Adult **ONE** Child **NIL** **OUT**
 Start date **16-MCH-11** Number **43692 4704772825**
 From **NEWCASTLE *** Valid until **16-MCH-11** Price **£3.10M**
 To **HEXHAM *** Route **ANY PERMITTED** Validity **SEE RESTRICTNS**
2-PART RETURN
 Printed 18:59 on 16-MCH-11

