



Board Members' Expense Claims

May 2011

PASSENGER FOCUS
REIMBURSEMENT OF PERSONAL EXPENSES



FULL NAME David Burton	DEPARTMENT Board member	PHONE/EKT. NO. 01223 473289	EMPLOYEE NO.	COST CENTRE	DATE OF CLAIM 27-04-11
HOME ADDRESS					

Date of Purchase	Expense Type#	Description of Expense (Please attach supporting documents)	Account Code	Amount incl VAT	VAT	Gross Amount
	Public Transport		71210	58.60	-	58.60
	Mileage	Details on page 2	71215			
	Taxi Fares	Details on page 2	71220			
	Air Travel	Details on page 2	71225			
	Other Travel	Details on page 2				
	Hotels	Details on page 2	71230			
	Subsistence	Details on page 2	71240	5.00		5.00
	P.L.E Allowance	Details on page 2	71250			
	Entertainment	Details on page 2	71720			
	Working Lunches	Details on page 2	74120			
	Telephone Calls					
	Mobile Phone Calls		74315			
	Stationery		74035			
	Postage		74010			
	Other Expenses - Please give details below & include full description and account codes:					
				Total Expenses:		58.60

RECEIVED
 03 MAY 2011
 PASSENGER FOCUS

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: David Burton

DATE: 27-04-11

CHECKED 03 MAY 2011


APPROVED BY: Math Ayres

NAME: Math Ayres

SIGNED: MAA

DATE: 03-05-2011

For FINANCE USE ONLY

Reference No: _____

Journal No: _____

Date Paid: _____

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 as X.XX
DD/MM/YYYY	e.g. 7:00	e.g. 19:00	Cumulative Mileage B/Fwd (from previous claim) →		Total
				£0.40	
				£0.40	
				£0.40	
			Cumulative Mileage C/Fwd (to next claim) →		

Other Travel

Sub Total: 53-60

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		£	£	£	£	£
26-04-11	12:15	17:30	And. F. Clee - Cambridge - border K. return	42-00				42-00
			Taxi out		5-20			5-20
			Taxi Rail		6-40			6-40

Sub Totals: 42-00 11-60 53-60

Date of Travel	Time of Departure	Time of Return	Details of expense (Please give full explanation of 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 71250	Other Entertaining 71260	PVE Allowance 71250
DD/MM/YYYY	e.g. 07:00	e.g. 19:00		£	£	£	£	£
26-04-11	12:15	17:30	lunch		5-00			5-00

Sub Totals: 5-00 5-00



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

VISA CREDIT
Card No.: *****9031
AID: A0000000031010
Expiry Date: 1111
Start Date: 0908
Merchant: 54427691
Auth Code: 52621

①

Amount: £42.00

Description: TRAVEL
Issuing Office: CAMBRIDGE
Issuing NLC: 7022
Terminal: 27670508
Machine: 5345
Window: 42
Card Trans No.: 30325
Tkt Trans No.: 65161

Sale Confirmed

26/04/2011 11:59:38

MARKS &
SPENCER

④

Cambridge Station
Station Approach
Cambridge
Cambridgeshire
CB1 2JW
01223 365858
VAT NO. GB884257978

		£
00188524	*WENS/CARROT	2.35
00324083	*HC RLEIC/ONION	0.75
00429535	CAPPUCCINO BAR	0.66
Items: 3	Balance to Pay	3.76
Cash Tendered		10.00
Cash Due		6.24

Thank you for shopping at M&S
Please retain for your records

BE REWARDED WITH OUR HOME ENERGY PACKAGE
VISIT mandsenergy.com TO FIND OUT MORE

26/04/11 12:02 87605119 23727 102 760



PANTHER
TAXIS

01223 715715

www.panthertaxi.co.uk

RECEIPT DATE 26 4 11

JOURNEY FROM

TO

CALL SIGN / PLATE No.

PRICE:
£5 : 20

SIGNATURE
Micheal
THANK YOU!



PANTHER
TAXIS

01223 715715

www.panthertaxi.co.uk

RECEIPT DATE 26-4-11

JOURNEY FROM

TO

CALL SIGN / PLATE No.

PRICE:
£6 : 40

SIGNATURE
THANK YOU!

AMT COFFEE
Cambridge Shop 1

VAT at 20%
VAT#630553855

Lrg Capp	£2.35
Subtotal	£2.35
VAT Take Out	£0.39
Total	£2.35
Cash	£2.50
Change	£0.15

APR-26-2011 12:08PM
54516 - CAMB PLAT 1 T1
Mazem

Have a lovely day

**RAIL PASSENGERS COUNCIL
REIMBURSEMENT OF PERSONAL EXPENSES**

FULL NAME Barbara Saunders	DEPARTMENT Board	PHONE/ EXT. No. 01727 753682	EMPLOYEE No.	COST CENTRE	DATE OF CLAIM 30.04.11
HOME ADDRESS 38 St Stephens Avenue, St Albans, Herts AL3 4AD					

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	£29.70		£29.70
	Mileage	Details on page 2	71215	£6.00		£6.00
	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				£16.60
	Subsistence	Details on page 2	71230	£6.80		£6.80
	P.L.E Allowance	Details on page 2	71240			£0.00
	Entertainment	Details on page 2	71250			£0.00
	Staff Entertainment	Details on page 2	71710			£0.00
	Telephone Calls	Details on page 2	71720			£0.00
	Mobile Phone Calls		74320			£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:	£42.50	£52.30

DECLARATION

I declare that the expenditure recorded above was actually, wholly, necessarily and exclusively incurred by me on behalf of the RPC 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.

SIGNED: Barbara Saunders

DATE: 30.04.11

APPROVED BY: Checked 04 May 2011

NAME: S. Brown

SIGNED: Matt Byron

DATE: 04 May 2011

For FINANCE USE ONLY

Reference No: _____

Journal No: _____

Date Paid: _____

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	Total
DD/MM/YYYY	e.g. 7:00	e.g. 19:00	Cumulative Mileage B/Fwd (from previous claim) →		as X.XX	
13/04/2011	09:30	16:00	Home - station return	5	£0.40	£2.00
19/04/2011	09:00	16:00	Home - station return	5	£0.40	£2.00
26/04/2011	12:30	17:00	Home - station return	5	£0.40	£2.00
			Cumulative Mileage C/Fwd (to next claim) →	15	£0.40	£6.00

Sub Total: **£6.00**

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	Members meeting	£9.90		£		£9.90
13/04/2011			parking				£6.80	£6.80
19/04/2011			Complaints workshop	£9.90				£9.90
			parking				£6.80	£6.80
26/04/2011			Audit Committee	£9.90				£9.90
			parking				£3.00	£3.00
								£0.00
								£0.00
								£0.00
								£0.00
								£0.00

Sub Totals: £29.70 £0.00 £0.00 £16.60 £46.30

Date of Travel	Time of Departure	Time of Return	Details of expense (Please give full explanation of type of expense, location, names of other people present, reason for expense and attach supporting documents)	Holes 71230	Subsistence 71240	Staff Entertaining 71720	Other Entertaining 71710	PIE Allowance 7130	TOTAL
DD/MM/YYYY	e.g. 07:00	e.g. 19:00							£0.00
									£0.00
									£0.00
									£0.00
									£0.00
									£0.00
									£0.00
									£0.00
									£0.00
									£0.00
									£0.00
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									£0.00
									£0.00
									£0.00
									£0.00
									£0.00
									£0.00
									£0.00
									£0.00

Sub Totals: £0.00 £0.00 £0.00 £0.00 £0.00

Day Travelcard
 Class: STD Ticket type: OFF-PEAK TCDS Start Date: 13-APR-11 Price: £9.90M
 Valid until: SNR 13-APR-11 5204154892
 Between: ST ALBANS * & LONDON ZONES 1-6 Number: 79789
 Route: ANY PERMITTED
 Valid within zone(s) indicated. Not for resale. Valid as advertised.
 Printed 09:37 on 13-APR-11

Day Travelcard
 Class: STD Ticket type: OFF-PEAK TCDS Start Date: 19-APR-11 Price: £9.90X
 Valid until: SNR 19-APR-11 5204154892
 Between: ST ALBANS * & LONDON ZONES 1-6 Number: 82578
 Route: ANY PERMITTED
 Valid within zone(s) indicated. Not for resale. Valid as advertised.
 Printed 09:30 on 19-APR-11

RECEIPT OF PAYMENT

St Albans MSCP

VAT No. 239 0546 59

POF N: 05

Entry at: 13/04/11 09:27
 Exit at: 13/04/11 16:41
 Arrive: 04
 No (7,FAMILLE): 053780 - 01

RCH NO. 50772921
 MasterCard
 0000000041010
 *****1264
 ALID 11/10 TO 04/13
 CC ISSUE 06
 ALE
 MOUNT GBP6.80
 NO VERIFICATION
 LEASE DEBIT MY ACCOUNT
 WITH TOTAL SHOWN
 RETAIN FOR YOUR RECORDS
 6:49 13/04/11 :
 0:84157F1EAD1E6FD6 003F
 WITH CODE:R90073
 N 02305971 TXN 7504

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

SEQ# 064450

St Albans MSCP

Thank You
 For Your Visit

RECEIPT OF PAYMENT

St Albans MSCP

VAT No. 239 0546 59

POF N: 05

Entry at: 19/04/11 09:19
 Exit at: 19/04/11 19:24
 Arrive: 04
 No (7,FAMILLE): 054178 - 01

RCH NO. 50772921
 MasterCard
 0000000041010
 *****1264
 ALID 11/10 TO 04/13
 CC ISSUE 06
 ALE
 MOUNT GBP6.80
 NO VERIFIED
 LEASE DEBIT MY ACCOUNT
 WITH TOTAL SHOWN
 RETAIN FOR YOUR RECORDS
 9:33 19/04/11 :
 0:A52C71DE22C3E1AE 0047
 WITH CODE:R07842
 N 02305971 TXN 7749

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

SEQ# 064849

St Albans MSCP

Thank You
 For Your Visit



Day Travelcard

Class: **STD** Ticket Type: **OFF-PEAK TCDS** Start Date: **26-APR-11** Price: **£9.90M**

Valid until: **SNR 26-APR-11** 5204154892

Between: **ST ALBANS * & LONDON, ZONES 1-6** Number: **86158**

Route: **ANY PERMITTED**
Valid within zone(s) indicated. Not for resale.
Valid as advertised.



Printed 12:57 on 26-APR-11

RECEIPT OF PAYMENT

St Albans MSCP

VAT No. 239 0546 59

POF N: 05

Entry at: 26/04/11 12:49
Exit at: 26/04/11 16:56
Arrival: 05
No (7,FAMILLE) : 054445 - 01

Transaction Amount
*** £ 3.00
Vat 20 % £ 0.50

Cash

SEQ# 065085

St Albans MSCP

Thank You
For Your Visit

RAIL PASSENGERS COUNCIL REIMBURSEMENT OF PERSONAL EXPENSES

FULL NAME Christine Knights	DEPARTMENT Passenger Focus Board	PHONE/ EXT. No.	EMPLOYEE No.	COST CENTRE	DATE OF CLAIM
HOME ADDRESS 4 Penny Lane, Easingwold, North Yorkshire YO61 3RR					

RECEIVED
04 MAY 2011
PASSENGER FOCUS

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	£268.00		£268.00
	Mileage	Details on page 2	71215	£24.00		£24.00
	Taxi Fares	Details on page 2	71220			£0.00
	Air Travel	Details on page 2	71225			£0.00
	Other Travel	Details on page 2				£13.00
	Hotels	Details on page 2	71230			£0.00
	Subsistence	Details on page 2	71240	£5.75		£5.75
	P.I.E. Allowance	Details on page 2	71250			£0.00
	Entertainment	Details on page 2	71710			£0.00
	Staff Entertainment	Details on page 2	71720			£0.00
	Telephone Calls		74320			£0.00
	Mobile Phone Calls		74315			£0.00
	Stationery		74035			£0.00
	Postage		74010			£0.00
	Other Expenses - Please give details below & include full description and account codes:					
				Total Expenses:	£297.75	£310.75

DECLARATION

I declare that the expenditure recorded above was actually, wholly, necessarily and exclusively incurred by me on behalf of the RPC 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: C. E. Knights

APPROVED BY: Mat Byron

NAME: Mat Byron

SIGNED: [Signature]

DATE: 3 May 2011

CHECKED 04 MAY 2011

S Brant

DATE: 4 May 2011

For FINANCE USE ONLY

Reference No: _____

Journal No: _____

Date Paid: _____

Class Ticket type Adult Child
STD OFF PEAK BVR ONE NIL RTN
 Start date Number
 13-APR-11 44085 4685826330

From Valid until Price
 LONDON TERMINALS 12-MAY-11 £124.00X
 To Route ANY PERMITTED Validity AS ADVERTISED
 YORK * **2-PART RETURN**

Printed 07:52 on 13-APR-11

LONDON UNDERGROUND LIMITED
 Kings Cross

Pre Pay

Pre Pay 0508461170 90 £20.00

Balance Added £20.00

Method Of Payment Credit card

Please keep this receipt safe.
 You may need to quote your
 Oyster card number if you go on the
www.tfl.gov.uk/oyster

Date & Time of Transaction
 13/04/2011 10:23:52 29682 303376 04 0600

Class Ticket type Adult Child
STD OFF PEAK BVR ONE NIL OUT
 Start date Number
 13-APR-11 44085 4685826330

From Valid until Price
 YORK * 13-APR-11 £124.00X
 To Route ANY PERMITTED Validity AS RTISED
 LONDON TERMINALS **2-PART RETURN**

Printed 07:52 on 13-APR-11

NOT TRANSFERABLE
 EXPIRY TIME

DISPLAY
 TICKET ON
 DASHBOARD

14/04/11 TH 07:46

DATE FEB 10
 07:46 103 6.50 30101023

PARKEON

445173

PAY AND DISPLAY

EAST COAST

VAT NO: GB945709785
 ON BOARD

SALE

Date: 13 Apr 2011
 Seat No.: 299
 Sale: 37547
 Operator No.: 122
 Terminal: 4
 Headcode: 1S21

Product	Qty	Price	GBP
Tea Pg Tips	1	1.80	
GOODS:		1.80	

Method of payment:
 CASH GBP 1.40
 CASH GBP 0.40
TOTAL PAID: 1.80

Thank you for travelling with
 East Coast. We hope you have
 a pleasant onward journey

13 Apr 11 15:56:06 v11.2.58.4-0

Audit

EAST COAST

VAT NO: GB945709785
ON BOARD

SALE

Date: 26 Apr 2011
Seat No.: 299
Sale: 66565
Operator No.: 127704
Terminal: 4
Headcode: 1N11

Product	Qty	Price	GBP
Egg & Cress Sw	1	2.15	
Tea Pg Tips	1	1.80	
GOODS:		3.95	

Method of payment: **CASH GBP 3.95**
TOTAL PAID: 3.95

Thank you for travelling with East Coast. We hope you have a pleasant onward journey

26 Apr 11 16:30:56 v11.2.58.5-0

Class	Ticket type	Adult	Child	
STD	OFF PEAK BVR	ONE	NIL	RTN
	Start date	Number		
	26-APR-11	50080	4685826330	
From	Valid until	Price		
LONDON TERMINALS	25-MAY-11	£124.00X		
To	Route	Validity		
YORK *	ANY PERMITTED	AS ADVERTISED		

2-PART RETURN

Printed 09:37 on 26-APR-11

Class	Ticket type	Adult	Child	
STD	OFF PEAK BVR	ONE	NIL	OUT
	Start date	Number		
	26-APR-11	50080	4685826330	
From	Valid until	Price		
YORK *	26-APR-11	£124.00X		
To	Route	Validity		
LONDON TERMINALS	ANY PERMITTED	AS ADVERTISED		

2-PART RETURN

Printed 09:37 on 26-APR-11

NOT TRANSFERABLE

EXPIRY TIME

27/04/11 WE 09:32

DATE FEB 10

09:32 116 6.50 30101023

PARKEON 446097

PAY AND DISPLAY

DISPLAY TICKET ON DASHBOARD

PASSENGER FOCUS

REIMBURSEMENT OF PERSONAL EXPENSES

FULL NAME: Derek Langston DEPARTMENT: Board Member EMPLOYEE No.: BRD DATE OF CLAIM: BRD
 HOME ADDRESS: 4 Engine, Orton Longueville, Peterborough, PE2 7QA

Expense Type	Description of Expense (Please attach supporting documents)	Account Code (Refer to chart)	Amount (£)
Public Transport	Details on page 2	71210	145.05
Billing	Details on page 2	71215	12.40
Taxi Fares	Details on page 2	71220	7.90
Air Travel	Details on page 2	71225	
Other Travel	Details on page 2		
Hotels	Details on page 2	71230	13.00
Subsistence	Details on page 2	71240	28.94
P.T.E Allowance	Details on page 2	71250	5.00
Entertainment	Details on page 2	71710	
Staff Entertainment	Details on page 2	71720	
Telephone Calls		74320	
Mobile Phone Calls		74315	
Stationery		74035	
Postage		74010	
Other Expenses	Please give details below & include full description and account codes		
Total Expenses:			212.34

RECEIVED
 16 MAY 2011
 PASSENGER FOCUS

DECLARATION: I declare that the expenditure recorded above was actually, wholly, necessarily and exclusively incurred by me on behalf of the 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.

FOR FINANCE USE ONLY

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

SIGNED: [Signature] DATE: 12/5/11
 APPROVED BY: [Signature] CHECKED: 16 MAY 2011
 NAME: Math Ayon
 SIGNED: [Signature] DATE: 16/5/11

M

RECEIVED
16 MAY 2011
PASSENGER FOCUS

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		
				Mins	Rate	Total
DDMMYYYY 12.5 13.5 10.5	0840 0840 1000	09.1800 1330 1615 1010	Cumulative Mileage claimed from previous claim -> Home - SK -> Park Home - SK -> Park Home - SK -> Park	8 16 7	0.40 0.40 0.40	3.20 6.40 2.80
Sub Total:						12.40

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
DDMMYYYY 12.5 13.5 10.5 11.5	0840 0820 1000	1300 1015 1645	PB - YK - PB with EC - C/A PB - WDW - PB PB - MANOR - PB Road Total 5A -> Home	21.85 3.80 59.40	25.00 7.90		13.00	13.00 81.85 3.80 59.40 7.90
Sub Total:								13.00 / 65.95

Date of Travel	Time of Departure	Time of Return	Details of expense (Please give full explanation of type of expense, location, names of other people present, reason for expense and attach supporting documents)	Subsistence			
				Hotels 71230	Subsistence 71240	Staff Entertaining 71250	Other Entertaining 71260
DDMMYYYY 10.5 11.5	09.07.00 1000	09.19.00 1645	PB - MANOR - LOW - BEATED Dinner Luncheon		25.00 3.99		5.00 3.00
Sub Total:							
Sub Total:				88.99			93.99

5
6



②

Upper Crust

2011-05-11

2671713 2 7 2326

1:15 PM

Cashier: marcelo

TRANS #: 2326

BAGT EGG TOM COLD N	2.99
FRUIT FLAPJACK	1.00

No Tax
TOTAL £3.99

£10 CASH £10.00
Change £6.01

VAT NUMBER: 884 2579 78
THANK YOU

Select Service Partner
169 Euston Road, London NW1 2AE
Comments welcome at- www.sspfeedback.com
STORE #2671713

③

Mabmaison

PICCADILLY
MANCHESTER, M1 3AQ
Tel: 0161 278 1000
Fax: 0161 278 1002
VAT No. 684 7601 05

156 Janine W

Tbl 20/1 Chk 1438 Gst 6
10May'11 19:31
*** Shared Check ***

Subtotal	53.05
10% Service	5.31
22:01 Total	58.36

Total _____

Room No. _____

Name _____

Signature _____
Join us here for a Sunday Roast
£30 for 2 people
including a starter, a roast
and a bottle of wine
ask a team member for more info

**RAIL PASSENGERS COUNCIL
REIMBURSEMENT OF PERSONAL EXPENSES**

FULL NAME Barbara Saunders		DEPARTMENT Board		PHONE/ EXT. No. 01727 753682	EMPLOYEE No.	COST CENTRE	DATE OF CLAIM 12.05.11
HOME ADDRESS 38 St Stephens Avenue, St Albans, Herts AL3 4AD							
Date of Purchase	Expenses Type	Description of Expense (Please attach supporting documents)	Account Code	Amount excl VAT	VAT	Gross Amount	
	Public Transport	Details on page 2	71210	£56.10		£56.10	
	Mileage	Details on page 2	71215	£8.40		£8.40	
	Taxi Fares	Details on page 2	71220			£0.00	
	Air Travel	Details on page 2	71225			£0.00	
	Other Travel	Details on page 2		£19.00		£19.00	
	Hotels	Details on page 2	71230			£0.00	
	Subsistence	Details on page 2	71240	£46.75		£46.75	
	P.I.E Allowance	Details on page 2	71250			£0.00	
	Entertainment	Details on page 2	71710			£0.00	
	Staff Entertainment	Details on page 2	71720			£0.00	
	Telephone Calls		74320			£0.00	
	Mobile Phone Calls		74315			£0.00	
	Stationery		74035			£0.00	
	Postage		74010			£0.00	
	Other Expenses - Please give details below & include full description and account codes:						
				Total Expenses:	£130.25	£0.00	£130.25

131.75

RECEIVED
13 MAY 2011
PASSENGER FOCUS

115.25

DECLARATION

I declare that the expenditure recorded above was actually, wholly, necessarily and exclusively incurred by me on behalf of the RPC 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: Barbara Saunders

DATE 12.05.11

CHECKED 13 MAY 2011
S. Bradley

APPROVED BY: Matt Ayres
NAME: Matt Ayres
SIGNED: [Signature]

DATE 19.05.11

For FINANCE USE ONLY

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

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
DD/MM/YYYY	e.g. 7:00	e.g. 19:00		Miles Rate Total
				as X.XX
04/05/2011	10:10	16:30	Cumulative Mileage B/Fwd (from previous claim) → Home - station return	5 £0.40 £2.00
10/05/2011	09:00		Home - station return following day	16 £0.40 £6.40
			Cumulative Mileage C/Fwd (to next claim) →	21 £0.40 £8.40

Other Travel

Sub Total: **£8.40**

Date of Travel	Time of Departure	Time of Return	Details of Journey (From and To and give reason for journey and attach supporting documents)	Public Transport 71210	Taxi Fares 71220	Air Travel 71225	Other Travel	TOTAL
DD/MM/YYYY	e.g. 7:00	e.g. 19:00		£	£	£	£	£
04/05/2011			Performance appraisal parking	£9.90				£9.90
10/05/2011			Board members meeting Manchester parking	£46.20			£3.00	£49.20
11/05/2011			Board meeting Manchester				£16.00	£16.00
								£0.00
								£0.00
								£0.00
								£0.00
								£0.00
								£0.00
								£0.00

Sub Totals: £56.10 £0.00 £0.00 £19.00 £75.10

Date of Travel	Time of Departure	Time of Return	Details of expense (Please give full explanation of type of expense, location, names of other people present, reason for expense and attach supporting documents)	Substance 71230	Substance 71240	Start Entertaining 71730	Other Entertaining 71710	PIE Allowance 71250	TOTAL
DD/MM/YYYY	e.g. 07:00	e.g. 19:00		£	£	£	£	£	£
10/05/2011			cup of tea dinner (main receipt submitted by Bill Samuel) lunch/water on train	£1.70					£1.70
11/05/2011				£40.00					£40.00
				£5.05					£5.05
									£0.00
									£0.00
									£0.00
									£0.00
									£0.00
									£0.00

Sub Totals: £0.00 £46.75 £0.00 £0.00 £46.75

£25.00

£25.00

£51.75

£46.75

First Capital Connect

Capital Connect
RECEIPT

Payment Method: M

AMOUNT: £9.90

Description: 1 TICKET
Issuing Office: St Albans
Issuing NLC: 1548

Machine Number: 5182
Window Number: 91

04 MAY 11 10:44

VAT Registration No. 873-0098-20
Printed 10:45 on 04.MAY.11

RECEIPT OF PAYMENT

St Albans MSCP

VAT No. 239 0546 59

POF N: 04

Entry at: 04/05/11 10:34
Exit at: 04/05/11 16:29
Arrival: 05
No (7,FAMILLE) : 054829 - 01

Transaction Amount
*** £ 3.00
Vat 20 % £ 0.50

Cash

SEQ# 014639

St Albans MSCP

Thank You
For Your Visit

Giradino 14 Pitt 586
Milton Keynes Train station
Milton Keynes
VAT NUMBER: 905605635

*** COPY RECEIPT *****
CLERK8
NORMAL
1 TEA LG £1.70

1 Total £1.70
20% VAT £0.28

CASH £1.70

TuesDay 10- 5-2011 10:26:12

8000957 L0001

*** COPY RECEIPT *****

THANK YOU
FOR YOUR VISIT

Class Ticket type **STD OFF-PEAK R** (7) Adult Child
SNR Start date **10-MAY-11** Number **16756 3046311723**
 From **MANCHESTER STNS** Valid until **09-JUN-11** Price **£46.20X**
 To **WATFORD JUNCTION** Route **NOT LONDON** Validity **AS ADVERTISED**
2-PART RETURN
 SAUNDERS
 ToD CTR 30X.M663/4586 Printed 09:35 on 10-MAY-11

NOT TRANSFERABLE
EXPIRY TIME

USE STICKER ON
BACK TO FIX TO
WINDSCREEN

12/05 04:00

DATE FEE ID
10/05/11 16.00 08.59

VAT no GB 684-3076-18

3347059

PAY AND DISPLAY



MALMAISON MANCHESTER

1-3 PICCADILLY
MANCHESTER
M1 1TG 0161 278 1000
FAX: 0161 278 1002
MasterCard

MASTERCARD

**** * 1264
EXP 04/13 START 11/10
ICC PAN.SEQ 06

SALE

CARDHOLDER COPY

PLEASE KEEP THIS RECEIPT
FOR YOUR RECORDS

AMOUNT £60.00

Verified by PIN

THANK YOU
22:04 10/05/11

AUTH CODE: H44739

RECEIPT 1241



XC Trains Limited, 1 Admiral Way, Doxford International Business Park,
Sunderland SR3 3XP. VAT Reg. No. 618 5579 07

RECEIPT

Pay. No 8591 Date 11-5

	£	P
FOOD		
COFFEE/TEA		
BEER/SPIRITS/WINE		
MINERALS	1	60
TOTAL (INCLUDES VAT AT STANDARD RATE)	1	60

SHOULD THE TOTAL AMOUNT EXCEED £100 A FULL VAT INVOICE, IF
REQUIRED, CAN BE OBTAINED FROM THE ABOVE ADDRESS ON
PRODUCTION OF THIS RECEIPT.

XC/STAC/50

0204449

Company registration no. 04402048

Malmaison

PICCADILLY
MANCHESTER, M1 3AQ
Tel: 0161 278 1000
Fax: 0161 278 1002
VAT No. 684 7601 05

156 Janine W

Tbl 20/1 Chk 1438 Gst 6
10May'11 19:31
*** Shared Check ***

Subtotal 53.05
10% Service 5.31
22:01 Total 58.36

Total _____

Room No. _____

Name _____

Signature _____

join us here for a sunday roast
£30 for 2 people
including a starter, a roast
and a bottle of wine
ask a team member for more info

The Pasty Shop

2011-05-11 1:25 PM
2671281 1 7 1129

Cashier: Lidia
TRANS #: 1129

LARGE CORNISH STEAK 3.45

No Tax
TOTAL £3.45

CASH PRE-KEYED £3.50
Change £0.05

VAT NUMBER: 884 2579 78
THANK YOU

Select Service Partner
169 Euston Road, London NW1 2AE
Comments welcome at www.sspfeedback.com
STORE #2671281