



# Board Members' Expense Claims

January 2011

**PASSENGER FOCUS  
REIMBURSEMENT OF PERSONAL EXPENSES**

FULL NAME: Bill Samuel DEPARTMENT: Passenger Focus Board Member EMPLOYEE No.: 27322 COST CENTRE:  DATE OF CLAIM: 12/01/2011


HOME ADDRESS: 53 Sunningdale, Orton Waterville, Peterborough, PE2 8UB

Date of Purchase	Expense Type	Account Code	Amount excl VAT	VAT	Gross Amount
<i>see details</i>	Public Transport	71210			£222.00
	Mileage	71215			£13.20
<i>see details</i>	Taxi Fares	71220			£10.00
	Air Travel	71225			
	Other Travel	71230			£32.65
	Hotels	71240			
<i>see details</i>	Subsistence	71250			
	P.I.E Allowance	71710			
	Entertainment	71720			
	Staff Entertainment	74320			
	Telephone Calls	74315			
	Mobile Phone Calls	74035			
	Stationery	74010			
	Postage				
	Other Expenses - Please give details below & include full description and account codes:				
Total Expenses:					£277.85

**RECEIVED**  
**12 JAN 2011**  
**PASSENGER FOCUS**

CHECKED 12 JAN 2011  

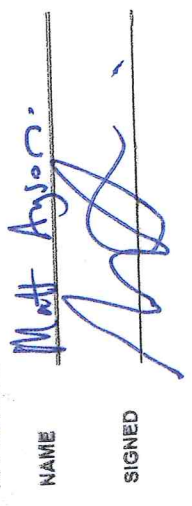
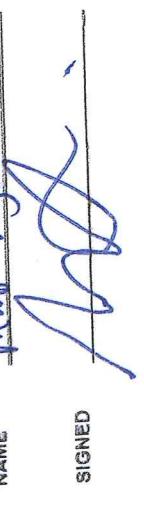

**DECLARATION**  
 I declare that the expenditure recorded above was actually, wholly, necessarily and exclusively incurred by me on behalf of the RPC within the policies and guidance as set out in the Staff Handbook and accept that income Tax and National Insurance may, where appropriate, be properly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

SIGNED: 

DATE 12 January 2011

**FOR FINANCE USE ONLY**

Reference No: \_\_\_\_\_  
 Journal No: \_\_\_\_\_  
 Date Paid: \_\_\_\_\_

APPROVED BY:   
 NAME: Matt Anson  
 SIGNED: 

DATE 12 January 2011

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

Sub Total: £

**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		£	£	£		£
19/10/2010	09:30	17:30	P'boro to London and return - Audit Committee Meeting	£63.00				£63.00
16/11/2010	11:00		P'boro to London - Members Event + overnight stay	£45.00	£13.20			£68.20
17/11/2010	16:00	16:00	Board Meeting and return to P'boro	£57.00				£57.00
17/01/2011	09:30	16:30	P'boro to London and return - Members Meeting	£57.00				£57.00
12/01/2011	07:30	17:00	P'boro to London and return - Board Meeting	£57.00		Parking at P'boro station	£10.00	£67.00

Sub Totals: £222.00

£13.20

£10.00

£245.20

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	Substance 71240	Staff Entertaining 71720	Other Entertaining 71710	PRE Allowance 71250	TOTAL
DD/MM/YYYY	e.g. 07:00	e.g. 19:00		£	£	£	£	£	£
16/11/2010	11:00	17:30	Lunch at London office and Dinner prior to overnight stay and following Board Meeting 17/11/10 return to P'boro		£20.40				£20.40
17/11/2010	07:30	17:00	Lunch at London office 12/01/11		£1.25				£1.25

Sub Totals: £32.65

£32.65

£32.65

**Day Travelcard**

Class	Ticket type	Start date	Price
STD	OFF-PEAK TCDS	19-OCT-10	£5.60M
Valid until		19-OCT-10	5164613344
Between	LONDON KINGS X * & LONDON ZONES 1-2		Number 50549
Route	ANY PERMITTED		Valid within zone(s) indicated. Not for resale.

Valid as advertised.  
Printed 08:13 on 19-OCT-10

Class	Ticket type	Adult	Child
STD	ANYTIME R	ONE	NIL
SNR	19-OCT-10A	68836	4741613346
From	LONDON TERMINALS	Valid until	18-NOV-10
To	PETERBOROUGH. *	Route	ANY PERMITTED
		Price	£57.40X
		Validity	ONE MONTH

**2-PART RETURN**  
Printed 10:09 on 18-OCT-10

Class	Ticket type	Adult	Child
STD	ANYTIME R	ONE	NIL
SNR	19-OCT-10A	68836	4741613346
From	PETERBOROUGH. *	Valid until	23-OCT-10
To	LONDON TERMINALS	Route	ANY PERMITTED
		Price	£57.40X
		Validity	FIVE DAYS

**2-PART RETURN**  
Printed 10:09 on 18-OCT-10

Class	Ticket type	Adult	Child
STD	OFF-PEAK R	ONE	NIL
SNR	16-NOV-10A	59168	5164613344
From	U1 * LOND	Valid until	15-NOV-10
To	PETERBOROUGH. *	Route	ANY PERMITTED
		Price	£45.00X
		Validity	AS ADVERTISED

**2-PART RETURN**  
Printed 13:00 on 15-NOV-10

Class	Ticket type	Adult	Child
STD	OFF-PEAK R	ONE	NIL
SNR	16-NOV-10A	59168	5164613344
From	PETERBOROUGH. *	Valid until	16-NOV-10
To	U1 * LOND	Route	ANY PERMITTED
		Price	£45.00X
		Validity	AS ADVERTISED

**2-PART RETURN**  
Printed 13:00 on 15-NOV-10



**LICENSED LONDON TAXI RECEIPT**

BE SURE BE SAFE  
16.11.10  
AMOUNT £ 5.20

Thank you for your custom  
ALWAYS USE A Licensed TAXI CAB

**JVBright TAXI PARTS**  
New Branch at: Waterfront Studios  
Unit 63a North Woolwich Road  
London E16 2AA

**station taxis**  
Call: 555 911  
your first stop  
24 hour service

Date: 15-11-10

Fare: 8-7

Signed: [Signature]

Thank you for your custom

③

East Coast Mainline Limited

\*\*\*\*\*Ticket Receipt\*\*\*\*\*

Issuing Office: PETERBOROUGH (6133)

Machine: 4740

Window: 45

Description: TRAVEL

No. of tickets: 3

Date: 11/01/2011

Time: 09:18:44

Tkt Trans No.: 59813

From: PETERBOROUGH. (6133)

To: ZONE U1\* LONDON(0785)

and other journeys.

Receipt for: £114.00

Payment Method: Credit Card

\*\*\*\*\*Receipt Only\*\*\*\*\*

\*\*\*\*\*NOT VALID FOR TRAVEL\*\*\*\*\*

VAT Registration No. 945709765

③



12.01.11 07:33 E1  
TICKET-No: 10051388

Prucy at  
Peters Station

12/1/11

Day fare £10-

Bedmond





(4)

# SKYLON

Royal Festival Hall  
Southbank Centre  
London, SE1 8XX  
Tel: 020 7654 7800  
VAT Reg: 649259790

121 SYLVIE

Tb1 209/1 Chk 5478 Gst 2  
16Nov'10  
\*\*\* Shared Check \*\*\*

20:14 Total 45.40

6.76 VAT TTL 45.40  
Net TTL 38.64

*£25 down*

(4)

Date... 16.11.10 No.....

Received from.....

The sum of £4.40

# RELISH

THE SANDWICH SHOP

Cheque		
Cash	£4	40
Discount		

8 John Islip Street  
Pimlico SW1P 4PY  
Tel: 020 7828 0628  
Fax: 020 7828 0740

WITH THANKS

(5)

Date... 12-1-2011 No.....

Received from... £32.50

The sum of.....

# RELISH

THE SANDWICH SHOP

Cheque		
Cash	32	50
Discount		

8 John Islip Street.....  
Pimlico SW1P 4PY  
Tel: 020 7828 0628  
Fax: 020 7828 0740

WITH THANKS

# PASSENGER FOCUS

## REIMBURSEMENT OF PERSONAL EXPENSES



FULL NAME		DEPARTMENT		PHONE/ EXT. No.	EMPLOYEE No.	COST CENTRE	DATE OF CLAIM
Colin Foxall		CEO		x0856		CEO	12/01/2011
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			£67.25	
	Mileage	Details on page 2	71215			£17.60	
	Taxi Fares	Details on page 2	71220			£12.00	
	Air Travel	Details on page 2	71225			£0.00	
	Other Travel	Details on page 2				£0.00	
	Hotels	Details on page 2	71230			£0.00	
	Subsistence	Details on page 2	71240			£0.00	
	P.I.E Allowance	Details on page 2	71250			£5.00	
	Entertainment	Details on page 2	71720			£0.00	
	Working Lunches	Details on page 2	74120			£0.00	
	Telephone Calls					£0.00	
	Mobile Phone Calls		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:	£0.00	£101.85	

**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:

DATE 12/1/11

APPROVED BY:

NAME

SIGNED:

DATE

DATE 13.1.10

**For FINANCE USE ONLY**

Reference No: \_\_\_\_\_

Journal No: \_\_\_\_\_

Date Paid: \_\_\_\_\_





OK



Severn River Crossing PLC  
Access Rd. Aust, BS35 4BD  
VAT No. 577 0506 31  
Tel: 01454 632 457

To: 11 Plaza  
AUST  
Lane Name  
MTT 104  
Operator  
700257

**RECEIPT**

No.: 2010117001104163140171  
Date/Time : 17/11/2010 16:31  
Transaction : 40171  
Class/Fare : 1/ 5.50 (GBP)

NET paid 4.68  
VAT(17.50%) 0.82  
Gross paid 5.50  
(GBP)

Payment : CASH

**LICENSED LONDON TAXI RECEIPT**  
Transport for London



*[Handwritten signature]*

AMOUNT £

ALWAYS USE TRADITIONAL LONDON TAXI-CABS  
THANK YOU FOR YOUR BUSINESS

**NOT VALID FOR TRAVEL**

Description	Amount
1 TICKET	£38.95X
Date: 11 JNR 11 Time: 09:19	
Issued at: Bristol Parkway	
VAT Registration No. 657-8222-11	
4346189683	

**RECEIPT**

MRCH NO. 520334502308620  
VISA DEBIT  
A0000000031010  
\*\*\*\*\*9366  
VALID 07/08 TO 06/11  
ICC  
SALE  
ISSUE 00  
AMOUNT GBP22.80  
PIN VERIFIED  
RETAIN FOR YOUR RECORDS  
09:15 11/01/11  
40:DOE886C94A76102A 0426  
APPROVED: 011078  
SN 02390760 TXN 6897

**PASSENGER FOCUS  
REIMBURSEMENT OF PERSONAL EXPENSES**

FULL NAME		DEPARTMENT		EMPLOYEE No.	COST CENTRE	DATE OF CLAIM
Deryk Mead		Board Member			BRD	
HOME ADDRESS						
The Barn House, Old Church Road, Colwall, Malvern, WR13 6EZ						

Date of Purchase	Expense Type	Description of Expense (Please attach supporting documents)	Account Code	Amount excl VAT	Gross Amount
	Public Transport	<i>As above</i>	71210		30.55
	Mileage	<i>As above</i>	71215		
	Taxi Fares		71220		7.00
	Air Travel		71225		
	Other Travel				
	Hotels				
	Subsistence	<i>As above</i>	71230		3.45
	P.I.E Allowance		71240		
	Entertainment		71250		
	Staff Entertainment		71710		
	Telephone Calls		71720		
	Mobile Phone Calls		74320		
	Stationery		74315		
	Postage		74035		
	Other Expenses - Please give details below & include full description and account codes:		74010		
Total Expenses:					40.30

RECEIVED  
14 JAN 2011  
PASSENGER FOCUS


**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 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.

SIGNED:  DATE: 13 Jan 2011

APPROVED BY:   
NAME: Matt Ayson  
SIGNED: \_\_\_\_\_ DATE: 14 Jan 2011

CHECKED 14 JAN 2011



**Car Mileage**

Date of Travel	Time of Departure	Time of Return	Details of Journey (To and From and Give reason for journey)	Miles	Rate	Total
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) →			

**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)	Public Transport 71210	Taxi Fares 71220	Air Travel 71225	Other Travel	TOTAL
DD/MM/YYYY	e.g. 7:00	e.g. 19:00		£	£	£	£	
11/12 2011	09:30		Board meeting - covered - London return	30.35				
20/11		19:30	Team for 5 people		7.00			

Sub Total: 37.35

Sub Totals: 50.35 7.00 37.35

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)	Hoteles 71230	Subsistence 71240	Staff Entertaining 71720	Other Entertaining 71710	PIE Allowance 71250	TOTAL
DD/MM/YYYY	e.g. 07:00	e.g. 19:00		£	£	£	£	£	
11/12 2011	07:00		London v/f		3.45				3.45

Sub Totals: 3.45 3.45 3.45

④

Class	Ticket type	Adult	Child	
STD	OFF-PEAK R	ONE	NIL	OUT
SNR	Start date	Number	5257489248	
	11-JNR-11	11225		
From	Valid until	Price		
GREAT MALVERN *	11-JNR-11	£30.35 X		
To	Route	Validity		
LONDON TERMINALS	EYESHAM	AS ADVERTISED		

**2-PART RETURN**

Printed 09:36 on 11-JNR-11

**DEBIT/CREDIT CARD SALES VOUCHER** N 54481391 T 27670327

Qty	Description	Number	Total
001	TRAVEL	03597	£30.35 C

Date: 11-JNR-11 Issuing Office: GREAT MALVERN  
 Customer card number: VISA \*\*\*\* \* 8595 02  
 10/09-05/12  
 CARDHOLDER'S COPY  
 Sale Confirmed

Debit my card account with the total amount. Please retain for your records.  
 Printed: 09:36 on 11-JNR-11

①

Class	Ticket type	Adult	Child	
STD	OFF-PEAK R	ONE	NIL	RTN
SNR	Start date	Number	5257489248	
	11-JNR-11	11225		
From	Valid until	Price		
LONDON TERMINALS	10-FBY-11	£30.35 X		
To	Route	Validity		
GREAT MALVERN *	EYESHAM	AS ADVERTISED		

**2-PART RETURN**

Printed 09:36 on 11-JNR-11

③

**MARKS & SPENCER**

Marks & Spencer Simply Food  
 Select Service Partner  
 Paddington Station  
 London W2 1HA  
 Tel: 020 7706 7206  
 Fax: 020 7262 4056

00953795	*HAM/CHSE/PICK	£
00782722	APRICOT FLAPJ	2.75
		0.70
Balance to pay 2 items		3.45
Cash tendered		3.45
11/01/11 12:54 87582020 0748 507 7582		
VAT No: 884 2579 78		

615 656 3508 3388 8962

**LICENSED TAXI RECEIPT**

②

Date: 11/1/11

Price: £ 7.00

Pimlico  
 to Park Plaza Hotel,  
 Westminster

[malariahotspots.co.uk](http://malariahotspots.co.uk)



**PASSENGER FOCUS**



**REIMBURSEMENT OF PERSONAL EXPENSES**

FULL NAME	DEPARTMENT	PHONE/ EXT. No.	EMPLOYEE No.	COST CENTRE	DATE OF CLAIM			
Colin Foxall	CEO	x0852		CEO	18/01/2011			
HOME ADDRESS								
Brynglas Cottage, Devauden, Chepstow NP16 6NT								
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			£59.85
	Mileage	Details on page 2			71215			£17.60
	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			£0.00
	Subsistence	Details on page 2			71240			£0.00
	P.I.E Allowance	Details on page 2			71250			£5.00
	Entertainment	Details on page 2			71720			£0.00
	Working Lunches	Details on page 2			74120			£0.00
	Telephone Calls							£0.00
	Mobile Phone Calls				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:					£0.00		£0.00	£82.45

**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:

DATE

\_\_\_\_\_

For FINANCE USE ONLY

Reference No: \_\_\_\_\_

Journal No: \_\_\_\_\_

Date Paid: \_\_\_\_\_

APPROVED BY:

NAME

SIGNED

DATE





Severn River Crossing PLC  
 Access Rd. Aust, BS35 4BD  
 VAT No. 577 0506 31  
 Tel. 01454 632 457

Toll Plaza  
 AUST

Lane Name Operator  
 MTT 105 700027

**RECEIPT**

No.: 20110112001105173986747  
 Date/Time : 12/01/2011 17:39  
 Transaction : 86747  
 Class/Fare : 1/ 5.70 (GBP)

NET paid VAT(20.00%) Gross paid  
 (GBP) 4.75 0.95 5.70

Payment : CASH


MRCH NO. 520334502308620  
 UJISA DEBIT  
 A0000000031010  
 \*\*\*\*\*9366  
 VALID 07/08 TO 06/11  
 ICC ISSUE 00  
 SALE AMOUNT GBP15.20  
 PIN VERIFIED  
 RETAIN FOR YOUR RECORDS  
 09:04 17/01/11  
 40:8BB3A7C3705A2331 042C  
 APPROVED: 017891  
 SN 02390760 TXN 7086

**NOT VALID FOR TRAVEL**

Description	23549-23549	Amount	£38.95X
1 TICKET			
Date	17 JAN 11 09:06	Time	4308189682

Issued at  
 Bristol Parkway  
 VAT Registration No.  
 657-8222-11

**RECEIPT**









**VALID ONLY WITH RESERVATIONS**

Class	Ticket type	Adult	Child
STD	ADVANCE	ONE	NIL
SNR		Number	
Start Date		79741	4102708682
From	Valid until	Disc	Price
NEWCASTLE *	10-JNR-11	11%	£26.75X
To	Route	Validity	
LONDON TERMINALS	EC & CONNECTNS	BOOKDTRAINONLY	

MR PARKER  
ToD CTR: NHJ3463X/4400  
Printed 06-10 on 06-JNR-11

**SINGLE**


**VALID ONLY WITH RESERVATIONS**

Class	Ticket type	Adult	Child
STD	ADVANCE	ONE	NIL
SNR		Number	
Start Date		79738	4102708682
From	Valid until	Disc	Price
LONDON TERMINALS	13-JNR-11	11%	£20.90X
To	Route	Validity	
NEWCASTLE *	EC & CONNECTNS	BOOKDTRAINONLY	

MR PARKER  
ToD CTR: NHJ3463X/4400  
Printed 06-10 on 06-JNR-11

**SINGLE**

18 76  
TRADICION CERVECERA



**Estrella**  
CERVEZA Damm CERVEZA  
BARCELONA

LICENSED TAXI RECEIPT

Date: 11/11/10 (3)

Amount £: 6.50

Signed: [Signature]