

EXPENSES CLAIM FORM

- FOR DETAILED INSTRUCTIONS - SEE INSTRUCTIONS TAB.
- ALWAYS USE A NEW MASTER FORM FOR EACH CLAIM, DO NOT USE A PREVIOUSLY COMPLETED ONE AS FORMULAE ARE LOST WHEN OVER-WRITTEN.
- PLEASE USE THIS FORM FOR PROVISION OF OFFICE COSTS CLAIMS
- DO NOT INCLUDE PARKING DUE FROM THE STAFF PARKING SCHEME.
- MAKE SURE ERRORS LISTED IN CELL I50-I52 ARE RESOLVED BEFORE SUBMITTING CLAIM

NAME:		EMMA		BATE		DATE OF CLAIM: DD/MM/YY		15/02/19		CLAIM REFERENCE:		BATE15-02-19				
						COST CENTRE (TEAM NUMBER / NAME):			110 - GENERAL COUNSEL			overwrite this cell with currency if "other" selected below				
DATE & TIME <i>(FOR SUBSISTENCE CLAIMS)</i>										AMOUNT CLAIMED		FINANCE USE				
RECEIPT DATE / TRIP START		TRIP END		TOTAL TRIP	REASON FOR TRIP			DESCRIPTION OF EXPENSE			RECEIPT NUMBER	NO. MILES	NO. PASSENGERS	CHOOSE CURRENCY	PROJECT CODE	
DD/MM/YY 00:00:00		DD/MM/YY 00:00:00		HRS	WHY YOU TRAVELLED			WHAT YOU PAID FOR			CHOOSE FROM DROP DOWN LIST	ENTER NUMBER UNLESS N/A APPEARS	UK £	USE DROP DOWN LIST	CODE	
30/11/18 07:30:00		30/11/18 19:00:00		11.50	Legal Reference Panel Meeting in London			Parking at Railway Station			UK Travel & Accommodation 26001	1		3.70	NO PROJECT - 0000	110-26001-0000
09/01/19 06:00:00		09/01/19 19:30:00		13.50	SCL Trial in London			Parking at Railway Station			UK Travel & Accommodation 26001	2		3.70	NO PROJECT - 0000	110-26001-0000
								Food/Drink			UK Subsistence & meals 26001	3		5.50	NO PROJECT - 0000	110-26001-0000
								Food/Drink			UK Subsistence & meals 26001	4		11.25	NO PROJECT - 0000	110-26001-0000
28/01/19 08:00:00		28/01/19 18:20:00		10.33	Legal Reference Panel Meeting in London			Parking at Railway Station			UK Travel & Accommodation 26001	5		3.70	NO PROJECT - 0000	110-26001-0000
								Food/Drink			UK Subsistence & meals 26001	6		4.00	NO PROJECT - 0000	110-26001-0000
								Food/Drink			UK Subsistence & meals 26001	7		4.00	NO PROJECT - 0000	110-26001-0000
								Food/Drink			UK Subsistence & meals 26001	8		1.00	NO PROJECT - 0000	110-26001-0000
								Food/Drink			UK Subsistence & meals 26001	9		1.00	NO PROJECT - 0000	110-26001-0000
25/01/19		25/01/19		n/a	Entertaining NCSC Visitor			Food/Drink			Hosting and working lunches 26050	10		5.00	NO PROJECT - 0000	120-26050-0000

Enter any notes relating to this claim here											Total miles	0
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EMMA BATE											TOTAL EXPENSES INCURRED		42.85	
Claimant declaration:											CASH ADVANCE RECEIVED			
I confirm that all of the above expenses have been incurred wholly, exclusively and necessarily on ICO business and that where car or motorcycle mileage has been claimed that I held a valid driving licence and the vehicle used had a motor insurance policy for use in connection with business, was taxed and had a valid MOT certificate on the date of travel.											TOTAL CLAIMED/(REPAID TO FINANCE)		42.85	

HEATHER DOVE Once the errors in Cell I50-52 are resolved, forward this claim and your scanned receipts to your approver who should review it and then email it to expenses@ico.org.uk with "approved expenses" in the subject.

NO ERRORS n/a
n/a
n/a

