

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
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- MAKE SURE ERRORS LISTED IN CELL I50-I52 ARE RESOLVED BEFORE SUBMITTING CLAIM

NAME:				ENTER FIRST NAME HERE				Dipple - Johnstone				DATE OF CLAIM: DD/MM/YY		19/03/19		CLAIM REFERENCE:		Dipp19-03-19		
										COST CENTRE (TEAM NUMBER / NAME):				SELECT COST CENTRE HERE			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	N/A	UK £	USE DROP DOWN LIST	
07/02/19		07/02/19		n/a	Attending training in London					Lunch					UK Subsistence & meals 26001	1	N/A	3.99	NO PROJECT - 0000 SEL-26001-0000	
18/02/19		19/02/19		n/a	Attending meetings in Dublin										UK overnight incidental allowance 26001	N/A	N/A	5.00	NO PROJECT - 0000 SEL-26001-0000	
19/03/19		21/03/19		n/a	Attending ExCo Workshop in London										UK overnight incidental allowance 26001	N/A	N/A	5.00	NO PROJECT - 0000 SEL-26001-0000	
24/03/19		26/03/19		n/a	Speaking at FTC Hearings in Washington DC										Overseas Travel & Accommodation 26002	0	N/A	10.00	NO PROJECT - 0000 SEL26002-0000	

Enter any notes relating to this claim here Total miles 0

Claimant declaration:										TOTAL EXPENSES INCURRED		23.99	
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.										CASH ADVANCE RECEIVED			
										TOTAL CLAIMED/(REPAID TO FINANCE)		<u>23.99</u>	

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.

ERRORS ENTER NAME IN CELL F2 and G2 BEFORE SUBMITTING CLAIM
SELECT COST CENTRE IN CELL I4 BEFORE SUBMITTING CLAIM
ENTER APPROVERS NAME IN CELL A50 BEFORE SUBMITTING CLAIM

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NAME:		EMMA		BATE		DATE OF CLAIM: DD/MM/YY		25.03.2019		CLAIM REFERENCE:		BATE25.03.2019					
DATE & TIME (FOR SUBSISTENCE CLAIMS)						COST CENTRE (TEAM NUMBER / NAME):				110 - GENERAL COUNSEL			<small>overwrite this cell with currency if "other" selected below</small>				
						RECEIPT DATE/ TRIP START		TRIP END		TOTAL TRIP		REASON FOR TRIP		DESCRIPTION OF EXPENSE		CATEGORY	
<small>DD/MM/YY</small>	<small>00:00:00</small>	<small>DD/MM/YY</small>	<small>00:00:00</small>	<small>HRS</small>		<small>WHY YOU TRAVELLED</small>		<small>WHAT YOU PAID FOR</small>		<small>CHOOSE FROM DROP DOWN LIST</small>		<small>ENTER NUMBER UNLESS N/A APPEARS</small>	<small>UK £</small>	<small>USE DROP DOWN LIST</small>	<small>CODE</small>		
14/03/19	08:00:00	14/03/19	20:00:00	12.00		IAPP Data Protection Intensiv Conference - London		Taxi to Station		UK Travel & Accommodation 26001		1			5.00	NO PROJECT - 0000	110-26001-0000
								Food/Drink		UK Subsistence & meals 26001		2			5.45	NO PROJECT - 0000	110-26001-0000
								Food/Drink		UK Subsistence & meals 26001		3			1.80	NO PROJECT - 0000	110-26001-0000
								Food/Drink		UK Subsistence & meals 26001		4			12.18	NO PROJECT - 0000	110-26001-0000
06/03/19	06:30:00	06/03/19	20:00:00	13.50		11 KBW Information Law Conference - London		Food/Drink		UK Subsistence & meals 26001		5			2.20	NO PROJECT - 0000	110-26001-0000
								Food/Drink		UK Subsistence & meals 26001		6			3.25	NO PROJECT - 0000	110-26001-0000
								Food/Drink		UK Subsistence & meals 26001		7			3.50	NO PROJECT - 0000	110-26001-0000
								Food/Drink		UK Subsistence & meals 26001		8			15.00	NO PROJECT - 0000	110-26001-0000
								Parking		Parking & tolls 26001		9			3.70	NO PROJECT - 0000	110-26001-0000

Enter any notes relating to this claim here Total miles **0**

Claimant declaration:		EMMA BATE
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 EXPENSES INCURRED 52.08
		CASH ADVANCE RECEIVED
		TOTAL CLAIMED/(REPAID TO FINANCE) 52.08

HEATHER DOVE Once the errors in Cell I50-I52 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

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NAME:				Jane				McCall				DATE OF CLAIM: DD/MM/YY				20/03/19				CLAIM REFERENCE:				McCa20-03-19							
												COST CENTRE (TEAM NUMBER / NAME):												120 - LEADERSHIP TEAM				overwrite this cell with currency if "other" selected below			
DATE & TIME <i>(FOR SUBSISTENCE CLAIMS)</i>				REASON FOR TRIP				DESCRIPTION OF EXPENSE				CATEGORY				RECEIPT NUMBER		NO. MILES		NO. PASSENGERS		AMOUNT CLAIMED		FINANCE USE							
RECEIPT DATE / TRIP START		TRIP END														TOTAL TRIP		CHOOSE CURRENCY		ENTER NUMBER UNLESS N/A APPEARS		USE DROP DOWN LIST				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				UK £		USE DROP DOWN LIST		CODE	
19/09/18				n/a				Appraisal with the Commissioner				Return trip - Home to Wycliffe House				Car miles - 45p standard rate 26001		N/A		16		0		7.20		120-26001-					
15/10/18				n/a				Audit Committee				Return trip - Home to Wycliffe House				Car miles - 45p standard rate 26001		N/A		16		0		7.20		120-26001-					
18/10/18				n/a				Strategy Planning Day				Return trip - Home to Wycliffe House				Car miles - 45p standard rate 26001		N/A		16		0		7.20		120-26001-					
05/11/18				n/a				Management Board				Return trip - Home to Wycliffe House				Car miles - 45p standard rate 26001		N/A		16		0		7.20		120-26001-					
04/12/18				n/a				Mazars Audit Seminar, London				Subsistence				UK Subsistence & meals 26001		1		N/A		6.85		120-26001-							
								Parking @ Stockport Train Station				UK Travel & Accommodation 26001		2		N/A		17.00		120-26001-											
								Tube Travel				UK Travel & Accommodation 26001		3		N/A		6.30		120-26001-											
17/01/19				n/a				Audit Committee				Return trip - Home to Wycliffe House				Car miles - 45p standard rate 26001		N/A		16		0		7.20		120-26001-					
04/02/19				n/a				Management Board				Return trip - Home to Wycliffe House				Car miles - 45p standard rate 26001		N/A		16		0		7.20		120-26001-					
07/02/19				n/a				Meeting with Commissioner				Return trip - Home to Wycliffe House				Car miles - 45p standard rate 26001		N/A		16		0		7.20		120-26001-					

Enter any notes relating to this claim here												Total miles		112	
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Claimant declaration:												TOTAL EXPENSES INCURRED		80.55	
Jane McCall												CASH ADVANCE RECEIVED		0.00	
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)		80.55	

Christopher Braithwaite
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

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NAME:				Steve				Wood				DATE OF CLAIM: DD/MM/YY				18/03/19				CLAIM REFERENCE:				Wood18-03-19							
												COST CENTRE (TEAM NUMBER / NAME):												120 - LEADERSHIP TEAM				overwrite this cell with currency if "other" selected below			
DATE & TIME <i>(FOR SUBSISTENCE CLAIMS)</i>																				FINANCE USE											
RECEIPT DATE / TRIP START		TRIP END		TOTAL TRIP		REASON FOR TRIP				DESCRIPTION OF EXPENSE				CATEGORY				RECEIPT NUMBER		NO. MILES		NO. PASSENGERS		AMOUNT CLAIMED <small>CHOOSE CURRENCY</small>		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		N/A		N/A		UK £		USE DROP DOWN LIST					
10/03/19				n/a		Biscuits bought a gift for EDPB Meeting in Brussels				Biscuits				Other				1		N/A		8.80		120-Other							
05/03/17				n/a		Taxi from Radisson Blu hotel Cardiff to Cardiff Regional Office				Taxi				UK Travel & Accommodation 26001				2		N/A		5.00		120-26001-							
						Overnight Incidentals Overseas																									
21/01/19		23/01/19		n/a		Brussels, EDPB Meeting 21-23 Jan				Brussels, EDPB Meeting 21-23 Jan				Overseas overnight incidental allowance 2				N/A		N/A		20.00		120-26002-							
30/01/19		01/02/19		n/a		Brussels CPDP Meeting 30 Jan-1 Feb				Brussels CPDP Meeting 30 Jan-1 Feb				Overseas overnight incidental allowance 2				N/A		N/A		20.00		120-26002-							
11/02/19		12/02/19		n/a		Brussels EDPB Meeting 12 Feb				Brussels EDPB Meeting 12 Feb				Overseas overnight incidental allowance 2				N/A		N/A		10.00		120-26002-							
06/03/19		07/03/19		n/a		Meetings in Albania				Meetings in Albania				Overseas overnight incidental allowance 2				N/A		N/A		10.00		120-26002-							
11/03/19		13/03/19		n/a		Brussels EDPB Meeting 11-13 Mar				Brussels EDPB Meeting 11-13 Mar				Overseas overnight incidental allowance 2				N/A		N/A		20.00		120-26002-							
						Overnight Incidentals UK																									
04/03/19		05/03/19		n/a		Meetings at Cardiff Office with Staff and Stakeholder				Meetings at Cardiff Office with Staff and Stakeholder				UK overnight incidental allowance 26001				N/A		N/A		5.00		120-26001-							
05/02/19		06/02/19		n/a		Stayed at Gatwick prior to early morning flight to Albania				Stayed at Gatwick prior to early morning flight to Albania				UK overnight incidental allowance 26001				N/A		N/A		5.00		120-26001-							
07/03/19		08/03/19		n/a		Stayed at Gatwick following late flight arrival from Albania				Stayed at Gatwick following late flight arrival from Albania				UK overnight incidental allowance 26001				N/A		N/A		5.00		120-26001-							

Enter any notes relating to this claim here Total miles **0**

Claimant declaration:		Steve Wood	
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		CASH ADVANCE RECEIVED	
		TOTAL CLAIMED/(REPAID TO FINANCE)	<u>108.80</u>

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