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27 NOV 2013

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EXPENSES CLAIM

Claim Number
65314

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name	Job Level	Payroll NO.	Department
Daniel Benjamin	H		Corporate Services

Usual mileage to work	

NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.

Date	Time		Full details of journey and charges.	Mode of travel	Car mileage				Receipt attached *
	Depart	Arrive			STD 45p	PTR 25p	£	p	
05/11/13	16.11								
06/11/13		21.38	Wilmslow - Euston return to attend Workshop	Rail					
			Refreshments					8.30	Yes
				sub-total	0	0		8.30	

Other incidental expenses (e.g. telephone, postage)

total amount claimed	8.30
less cash advances received	
amount claimed for payment	8.30

If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

DECLARATION

I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.

[redacted]

* Receipts **must** be provided for subsistence claims and attached to the back of this form.
* If no break down is provided please add a brief description of the items consumed. Thank you.

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Information Commissioner's Office

EXPENSES CLAIM

Claim Number
4988

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name	Job Level	Payroll NO.	Department
Simon Entwisle	H		Executive

Date	Time		Full details of journey and charges	Mode of travel	Car mileage			Receipt attached
	Depart	Arrive			STD 45p	PTR 25p	£ p	
28.01.14	1200		Godley to Manchester return rail ticket (private ICO appointment)	Train			£3.90	✓
12.02.14	0600	0700	Tintwistle to Stockport Station	Car			no claim	
	0716	1130	Stockport to Stratford upon Avon - attending Regulators seminar	Rail			pre-paid	
			Expenses claimed: £3.24 + £2.05				£5.29	✓
	1545		Straford upon Avon to Stockport (journey delayed - train cancellations due to bad weather)	Train			pre-paid	
		0130	Stockport to Tintwistle	Car			no claim	
			Car park stockport Station				£5.00	✓
				sub-total	0	0	£14.19	

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Other incidental expenses (e.g. telephone, postage)

total amount claimed	**£14.19**
less advances received	
amount claimed for payment	**£14.19**

If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

DECLARATION

I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.

[redacted]

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Information Commissioner's Office

EXPENSES CLAIM

Claim Number
41195

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name	Job Level	Payroll NO.	Department
Simon Entwisle	H		Executive

Date	Time		Full details of journey and charges	Mode of travel	Car mileage		£ p	Receipt attached
	Depart	Arrive			STD 45p	PTR 25p		
26.02.14	1700	1825	Tintwistle to Manchester Airport	Car			no claim	
			Manchester Airport to Belfast City Airport	Fly			pre-paid	
		2230	Belfast City Airport to Radisson Blu Hotel, Belfast	Bus			£2.40	✓
26 & 27.02.14			overnight Radisson Blu Hotel Belfast (paid for on Ken Macdonald's GPC card)				will be claimed by KM	
27 & 28.02.14			Interviewing over 2 days					
28.02.14		1540	returning to Belfast City Airport	Taxi			will be claimed by KM	
			Belfast City Airport to Manchester Airport				pre-paid	
			Expenses claimed: £3.77; £4.15; £18.50				£26.42	✓
26-28.02.14		1735	Manchester Airport overnight parking				£45.00	✓
	1735	1845	Manchester Airport to Tintwistle	car			no claim	
03.03.14	0645		Tintwistle to Hadfield Station	~~car~~			no claim	
			Hadfield station to Manchester Piccadilly (return) - DP Conference	Rail			£7.70	✓
		1830	Hadfield station to Tintwistle	~~Car~~			no claim	
				sub-total	0	0	£81.52	

Other incidental expenses (e.g. telephone, postage)

total amount claimed	**£81.52**
less advances received	
amount claimed for payment	**£81.52**

If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

DECLARATION

[redacted]

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EXPENSES CLAIM

Claim Number
31238

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name	Job Level	Payroll NO.	Department
Christopher Graham			Chief Executive

Usual mileage to work	

NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.

Date	Time		Full details of journey and charges.	Mode of travel	Car mileage			Receipt attached *
	Depart	Arrive			STD 45p	PTR 25p	£ p	
20/11/2013	1650	-	Food on the train on the way to London				4.80	1
21/11/2013	-	-	Taxi from Shoreham station to conference venue	Taxi			23.00	2
22/11/2013	-	1830	Food on the train on the return home				4.80	3
27/11/2013	1550	-	Food on the train on the way to London (partial claim on receipt)				4.50	4
	-	-	Single occupancy hotel rate				78.00	5
	-	-	Supper in London (partial claim on receipt)				12.00	6
28/11/2013	-	-	Pre-meeting coffee with Steve Wood				3.85	7
	-	2000	Lunch in London				12.05	8
				sub-total	0	0	143.00	

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Other incidental expenses (e.g. telephone, postage)

			Recharge telephone call costs (£16.12)		9
			Recharge erroneous expense claim (£3.10)		10

total amount claimed	**143.00**
less cash advances received	19.22
amount claimed for payment	**123.78**

If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

DECLARATION

[redacted]

Receipts must be provided for subsistence claims and attached to the back of this form.

* If no break down is provided please add a brief description of the items consumed. Thank you.

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Information Commissioner's Office

EXPENSES CLAIM

Claim Number
87514

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name	Job Level	Payroll NO.	Department
Christopher Graham			Chief Executive

Usual mileage to work	

NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.

Date	Time		Full details of journey and charges.	Mode of travel	Car mileage				Receipt attached *
	Depart	Arrive			STD 45p	PTR 25p	£	p	
			Supplemental expenses incurred during Brussels/Berlin/Warsaw trip						
			ommitted from previous claims						
16/9/13	1540	-	Left the office						
20/9/13	-	-	Return flight from Berlin to Krakow			✓	109.40		1
22/9/13	-	-	Lunch - 64 Polish zloty at RoE 5.035405 (half of actual bill)				12.71		2
	-	-	Return flight from Krakow to Warsaw			✓	96.80		3
	-	-	Taxi from airport to hotel (44 Polish zloty)			✓	9.14		4
23/9/13	-	-	Laundry at hotel (180 Polish zloty - part of actual bill)			✓	37.41		5
25/9/13	-	-	Taxi from hotel to conference gala dinner (55 Polish zloty)			✓	11.43		6
26/9/13	-	-	Supper at Warsaw airport (68 Polish zloty - part of actual bill)			✓	14.13		7
			Taxi from airport to hotel (89 Polish zloty)			✓	18.50		8
				sub-total	0	0	309.52		

Other incidental expenses (e.g. telephone, postage)

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total amount claimed	**309.52**	c/f to page 2
less cash advances received		
amount claimed for payment	**309.52**	c/f to page 2

If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

£395.43

DECLARATION

[redacted]

* If no break down is provided please add a brief description of the items consumed. Thank you.

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Information Commissioner's Office

EXPENSES CLAIM

Claim Number
87514

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name	Job Level	Payroll NO.	Department
Christopher Graham			Chief Executive

Usual mileage to work	

NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.

Date	Time		Full details of journey and charges.	Mode of travel	Car mileage			Receipt attached *
	Depart	Arrive			STD 45p	PTR 25p	£ p	
			sub-total b/f from previous page				309.52	
26/9/13	-	-	Accommodation in Krakow (450 Polish zloty)			✓	93.53	✓ 9
	-	-	Food (38.90 Polish zloty - half of actual bill)			✓	8.08	✓ 10
27/9/13	-	-	Taxi from hotel to airport (100 Polish zloty)	Taxi		✓	20.78	✓ 11
	-	2000	Returned home from Manchester airport					
			Polish zloty 172.80 to be recharged for difference between double and					12
			single occupancy at hotel in Warsaw (item 7 on July 2013 GPC statement					
			refers; same RoE used ie 172.80 PLN at 4.737441 = £36.48) ✓					
				sub-total	0	0	431.91	

Other incidental expenses (e.g. telephone, postage)

total amount claimed	**431.91**
less cash advances received	36.48
amount claimed for payment	**395.43**

If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

DECLARATION

I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.

[redacted]

* Receipts **must** be provided for subsistence claims and attached to the back of this form.
* If no break down is provided please add a brief description of the items consumed. Thank you.

ico.

EXPENSES CLAIM

Claim Number
11474

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name	Job Level	Payroll NO.	Department
Christopher Graham			Chief Executive

Usual mileage to work	

NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.

Date	Time		Full details of journey and charges.	Mode of travel	Car mileage			Receipt attached *
	Depart	Arrive			STD 45p	PTR 25p	£ p	
29/10/2013	0645	-	Rail ticket from Hale to Stockport to catch train to London				2.50	1
	-	-	Food on train				4.95	2
	-	-	Lunch				5.25	3
	-	1900	Taxi from Open Data Institute event to Euston	Taxi			12.00	4
30/10/2013	1645	-	Supper plus £1 tip in London				12.00	5
	-	-	Printing of meeting paperwork				9.00	6
31/10/2013	-	1900	Food on train				2.30	7
10/11/2013	1535	-	Newspaper in preparation for Society of Editors conference				2.70	8
12/11/2013	-	1100	Coffee on train				1.95	9
				sub-total	0	0	52.65	

Other incidental expenses (e.g. telephone, postage)

total amount claimed	**52.65**
less cash advances received	49.65 (IC)
amount claimed for payment	**3.00**

If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

DECLARATION

I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.

[redacted]

* Receipts **must** be provided for subsistence claims and attached to the back of this form.
* If no break down is provided please add a brief description of the items consumed. Thank you.

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Information Commissioner's Office

EXPENSES CLAIM

Claim Number
48476

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name	Job Level	Payroll NO.	Department
Christopher Graham			Chief Executive

Usual mileage to work	

NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.

Date	Time		Full details of journey and charges.	Mode of travel	Car mileage			Receipt attached *
	Depart	Arrive			STD 45p	PTR 25p	£ p	
14/11/2013	0800	-	Bus ticket from home to Manchester airport (enroute to Picadilly)				2.90	1
	-	-	Rail ticket from airport to Manchester Picadilly				3.10	2
	-	-	Coffee				2.25	3
	-	-	Lunch				5.55	4
15/11/2013	-	1415	Breakfast on train				4.40	5
				sub-total	0	0	18.20	

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Other incidental expenses (e.g. telephone, postage)

total amount claimed	18.20
less cash advances received	
amount claimed for payment	18.20

If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

DECLARATION

I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.

[redacted]

* Receipts **must** be provided for subsistence claims and attached to the back of this form.
* If no break down is provided please add a brief description of the items consumed. Thank you.

~~NOTE~~: Only ½ London Fare charged
9.30 is cost to Crewe fr LL Junction

Claim Number

ico. EXPENSES CLAIM

Information Commissioner's Office

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name	Job Level	Payroll NO.	Department
ENID ROWLANDS	NED		

Usual mileage to work	

NB only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box. Refer to the Expenses Guide in you are unsure.

Date	Time		Full details of journey and charges.	Mode of travel	Car mileage				Receipt attached *
	Depart	Arrive			STD 45p	PTR 25p	£	p	
4/10/2003	8.45	11.35	[redacted] Wanduduo	CAR	3.5		1	57	
			Junction (car + parking)	TRAIN			2	80	✓
			to Crewe-Wilmslow	TUBE			41	30	✓ NOTE
			to London Euston				9	30	✓ 1
			to Belsize Park				2	80	✓
			[redacted]						
				sub-total	3.5		57.	77	

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Other incidental expenses (e.g. telephone, postage)

total amount claimed	
less cash advances received	
amount claimed for payment	57.77

If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

DECLARATION

I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.

[redacted]

* Receipts **must** be provided for subsistence claims. Please attach to the **back** of this form.

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Information Commissioner
REQUEST FOR CASH ADVANCE

Number: 140

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Information Commissioner's Office

Name:	DAVID SMITH	**Date required by:** (Specify time if leaving early)	2nd December 2013 (morning)

Amount(s) required:		
	150 euros	
Description:		
Dates	3rd, 4th December 2013	5th December 2013
Places	Brussels	Brussels
Purpose of Travel	Article 29 Meeting	World Economic Forum

Expense code	99991
Budget Heading	
Budget Dept.	

Finance use only (paid)

PAID
12 DEC 2013

Requested by: (Traveller/Secretary)	Approved by: (Divisional Manager)
Signed [redacted]	
Name	
Date	
Signed	
Name	
Date	

System Entered	

Receipt: To be signed by the traveller on receipt of cash advance.

Signed [redacted]	Dated 2/12/13	Amount(s) €150 00

I acknowledge receipt of the amount(s) stated as an advance against travelling and subsistence expenses to be incurred on business travel specified above.

x1 Cash Adv Folder.

Information Commissioner
REQUEST FOR CASH ADVANCE

Number: 625

ico.
Information Commissioner's Office

Name:	DAVID SMITH	**Date required by:**	31st October '13

(Specify time if leaving early)

Amount(s) required:	
7,000 RUSSIAN ROUBLES (APPROX £135?)	
Description:	
Dates	5th – 8th November 2013
Places	Moscow, RUSSIA.
Purpose of Travel	TU International Conference

Expense code	99991
Budget Heading	
Budget Dept.	

Requested by: (Traveller/Secretary)	Approved by: (Divisional Manager)
Signed [redacted]	
Name	
Date	

Finance use only (paid)

PAID
28 OCT 2013
TRANSFER

Signed	
Name	
Date	

System Entered	

Receipt: To be signed by the traveller on receipt of cash advance.

Signed [redacted]	Dated 31/10/13

I acknowledge receipt of the amount(s) stated as an advance against travelling and subsistence expenses to be incurred on business travel specified above.

Amount(s)

7000 ROUBLES. RUSSIAN

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