

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:				James				Dipple-Johnstone				DATE OF CLAIM: DD/MM/YY		21/12/18		CLAIM REFERENCE:		Dipp21-12-18								
										COST CENTRE (TEAM NUMBER / NAME):				120 - LEADERSHIP TEAM				New Zealand Dollars								
DATE & TIME (FOR SUBSISTENCE CLAIMS)												RECEIPT NUMBER		NO. MILES		NO. PASSENGERS		AMOUNT CLAIMED		FINANCE USE						
RECEIPT DATE/ TRIP START		TRIP END		TOTAL TRIP		REASON FOR TRIP				DESCRIPTION OF EXPENSE				CATEGORY				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		enter in		USE DROP DOWN LIST		CODE		
29/11/18		05/12/18		n/a	Attending conferences in Queenstown and Wellington				Evening meal				Overseas Subsistence & meals 26002				1		N/A		38.00		NO PROJECT - 0000		120-26002-0000	
29/11/18		05/12/18		n/a					Evening meal (dessert)				Overseas Subsistence & meals 26002				2		N/A		6.50		NO PROJECT - 0000		120-26002-0000	
29/11/18		05/12/18		n/a					Evening meal				Overseas Subsistence & meals 26002				3		N/A		10.40		NO PROJECT - 0000		120-26002-0000	
29/11/18		05/12/18		n/a					Evening meal (Dessert)				Overseas Subsistence & meals 26002				4		N/A		10.50		NO PROJECT - 0000		120-26002-0000	
29/11/18		05/12/18		n/a					Drink				Overseas Subsistence & meals 26002				5		N/A		4.00		NO PROJECT - 0000		120-26002-0000	
29/11/18		05/12/18		n/a					Drink, snack & toiletries				Overseas Subsistence & meals 26002				6		N/A		19.26		NO PROJECT - 0000		120-26002-0000	
29/11/18		05/12/18		n/a					Taxi from Hotel to confernece dinner venue				Overseas Travel & Accomodaton 26002				7		N/A		7.80		NO PROJECT - 0000		120-26002-0000	
29/11/18		05/12/18		n/a					Gondola (transport for conference dinner)				Overseas Travel & Accomodaton 26002				8		N/A		25.00		NO PROJECT - 0000		120-26002-0000	
29/11/18		05/12/18		n/a					Drink				Overseas Subsistence & meals 26002				11		N/A		4.00		NO PROJECT - 0000		120-26002-0000	
29/11/18		05/12/18		n/a					Drink and snack				Overseas Subsistence & meals 26002				12		N/A		4.00		NO PROJECT - 0000		120-26002-0000	
29/11/18		05/12/18		n/a					Evening meal				Overseas Subsistence & meals 26002				13		N/A		22.00		NO PROJECT - 0000		120-26002-0000	
29/11/18		05/12/18		n/a					Taxi from hotel to venue (with 2.00 tip)				Overseas Travel & Accomodaton 26002				15		N/A		0.92		NO PROJECT - 0000		120-26002-0000	
29/11/18		05/12/18		n/a					Meal and drink				Overseas Subsistence & meals 26002				16		N/A		17.30		NO PROJECT - 0000		120-26002-0000	
29/11/18		05/12/18		n/a					Evening meal				Overseas Subsistence & meals 26002				17		N/A		45.00		NO PROJECT - 0000		120-26002-0000	
29/11/18		05/12/18		n/a					Drinks (x [REDACTED])				Overseas Subsistence & meals 26002				18		N/A		8.90		NO PROJECT - 0000		120-26002-0000	
29/11/18		05/12/18		n/a					Drinks (x [REDACTED])				Overseas Subsistence & meals 26002				19		N/A		11.00		NO PROJECT - 0000		120-26002-0000	
29/11/18		05/12/18		n/a					Taxi (to airport)				Overseas Travel & Accomodaton 26002				20		N/A		37.90		NO PROJECT - 0000		120-26002-0000	

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

Claimant declaration:		James Dipple-Johnstone		TOTAL EXPENSES INCURRED		272.48	
				CASH ADVANCE RECEIVED		655.00	
				TOTAL CLAIMED/(REPAID TO FINANCE)		-382.52	

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.

Michelle Dickinson 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:					James					Dipple-Johnstone					DATE OF CLAIM: DD/MM/YY			21/12/18			CLAIM REFERENCE:			Dipp21-12-18																																				
															COST CENTRE (TEAM NUMBER / NAME):						120 - LEADERSHIP TEAM						Singapore Dollars			FINANCE USE																														
DATE & TIME <small>(FOR SUBSISTENCE CLAIMS)</small>					REASON FOR TRIP										DESCRIPTION OF EXPENSE										CATEGORY										RECEIPT			NO.			NO.			AMOUNT CLAIMED			PROJECT CODE													
TRIP START		TRIP END		TOTAL TRIP																															WHY YOU TRAVELLED			WHAT YOU PAID FOR			CHOOSE FROM DROP DOWN LIST			ENTER NUMBER UNLESS N/A APPEARS						CHOOSE CURRENCY			USE DROP DOWN LIST			CODE				
DD/MM/YY		00:00:00		DD/MM/YY 00:00:00																															HRS												enter in													

Enter any notes relating to this claim here															Total miles			0		
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Claimant declaration: <div style="border: 1px solid black; padding: 5px; text-align: center; margin: 5px auto; width: 80%;">James Dipple-Johnstone</div> <p>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.</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td>TOTAL EXPENSES INCURRED</td> <td style="border-top: 1px solid black;">134.19</td> </tr> <tr> <td>CASH ADVANCE RECEIVED</td> <td style="border-top: 1px solid black;">350.00</td> </tr> <tr> <td>TOTAL CLAIMED/(REPAID TO FINANCE)</td> <td style="border-top: 1px solid black; border-bottom: 3px double black;">-215.81</td> </tr> </table>	TOTAL EXPENSES INCURRED	134.19	CASH ADVANCE RECEIVED	350.00	TOTAL CLAIMED/(REPAID TO FINANCE)	-215.81
TOTAL EXPENSES INCURRED	134.19						
CASH ADVANCE RECEIVED	350.00						
TOTAL CLAIMED/(REPAID TO FINANCE)	-215.81						

Michelle Dickinson	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:				Elizabeth				Denham				DATE OF CLAIM: DD/MM/YY				18/12/18				CLAIM REFERENCE:				Denh18-12-18													
												COST CENTRE (TEAM NUMBER / NAME):												120 - LEADERSHIP TEAM				NZD - New Zealand Dollar									
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				CATEGORY				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				enter in		USE DROP DOWN LIST		CODE											
02/12/18		09/12/18		n/a		External Meetings and Conference in NewZealand																															
02/12/18				n/a		Taxi Fare				Overseas Travel & Accommodation 26002				1		N/A		10.00						120-26002-													
04/12/18				n/a		Taxi Fare				Overseas Travel & Accommodation 26002				2		N/A		16.00						120-26002-													
04/12/18				n/a		Taxi Fare				Overseas Travel & Accommodation 26002				3		N/A		13.00						120-26002-													
09/12/18				n/a		Taxi Fare				Overseas Travel & Accommodation 26002				4		N/A		39.00						120-26002-													
09/12/18				n/a		Hotel Extras				Overseas Subsistence & meals 26002				5		N/A		291.81						120-26002-													

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

Claimant declaration:												Elizabeth Denham												TOTAL EXPENSES INCURRED				369.81			
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)				369.81			

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:				Elizabeth				Denham				DATE OF CLAIM: DD/MM/YY			18/12/18			CLAIM REFERENCE:		Denh18-12-18	
						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 WHY YOU TRAVELLED	DESCRIPTION OF EXPENSE WHAT YOU PAID FOR	CATEGORY CHOOSE FROM DROP DOWN LIST	RECEIPT NUMBER	NO. MILES	NO. PASSENGERS	AMOUNT CLAIMED CHOOSE CURRENCY	PROJECT CODE	FINANCE USE	TRIP START		TRIP END		TOTAL TRIP			
DD/MM/YY		00:00:00		DD/MM/YY										00:00:00		HRS					
00:00:00		00:00:00		HRS																	
27/11/18				n/a		External Meetings in London		Taxi Fare		UK Travel & Accommodation 26001		1		N/A		8.00		120-26001-			
28/11/18				n/a		International Meetings		Gift for Hong Kong		Other		2		N/A		25.00		120-Other			
Total miles												0									

Enter any notes relating to this claim here

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Claimant declaration: Elizabeth Denham

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	
CASH ADVANCE RECEIVED	
TOTAL CLAIMED/(REPAID TO FINANCE)	

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NO ERRORS n/a
 n/a
 n/a

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NAME:		James			Dipple-Johnstone			DATE OF CLAIM: DD/MM/YY		18/12/18		CLAIM REFERENCE:		Dipp18-12-18			
					COST CENTRE (TEAM NUMBER / NAME):				120 Leadership team			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	<small>CHOOSE CURRENCY</small>	PROJECT CODE		
<small>DD/MM/YY 00:00:00</small>		<small>DD/MM/YY 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>N/A</small>	<small>UK £</small>	<small>USE DROP DOWN LIST</small>	CODE	
31/10/18 12:00:00		01/11/18 12:00:00		24.00	Attending lecture in London			Car travel to and from hotel (TW6 3XA)			Car miles - 45p standard rate 26001	N/A	370	0	166.50	NO PROJECT - 0000	120-26001-0000
30/10/18 12:00:00		01/11/18 12:00:00		48.00	Attending lecture in London			Accommodation in London				1			101.00	NO PROJECT - 0000	
26/11/18 18:00:00		13/12/18 13:00:00		403.00	Attending conferences in NZ, Singapore & New Delhi			Overseas overnight incidental allowance (18 nights)			Overseas overnight incidental allowance 2	N/A	N/A		180.00	NO PROJECT - 0000	120-26002-0000
26/11/18 18:00:00		26/11/18 18:30:00		0.50	Attending conferences in NZ, Singapore & New Delhi			Taxi journey from Home to Manchester airport (paid in cash)			UK Travel & Accommodation 26001	2	N/A		34.00	NO PROJECT - 0000	120-26001-0000
26/11/18				n/a													

Enter any notes relating to this claim here Total miles **370**

Claimant declaration:		James Dipple-Johnstone		TOTAL EXPENSES INCURRED		481.50	
				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)		481.50	

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NO ERRORS n/a
n/a
n/a