

Update Expense Report: Review

Review the expense report below before submission.

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1. The expenses shown have been actually and necessarily incurred
2. The allowances charged comply with the rules of this department or
3. I hold a valid driving licence, the vehicle has a current MOT and my motor insurance policy covers the use of the ve
4. I have not made a claim for journeys made where that journey is covered by a season ticket between my home and my permane
5. Where I have made a detached duty or excess fares claim and elements of that claim are taxable, I agree that the appropriate tax and NI deductions will be made from
6. The original receipts to support this claim will be retained by me for a period of the current financial year plus the following two and the receipts will be provided as requested for the a
7. The claim has been made within one month of the expenditure being incurred. Where this is not the case, full justific

General Information

Name	HARDWICK, MR NICK (609563)	Receipts Status	Required
Expense Dates	25-JAN-2011 - 25-FEB-2011	Report Total	291.90 GBP
Cost Center	RD110	Reimbursement Amount	291.90 GBP
Purpose	Subsistence & taxi fares - 25 January to 25 February 2011		
Approver	Self-Approval, Expenses_DCA		

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Business Expenses

Cash Expenses

Date	Receipt Amount	Expense Type	Justification	Merchant Name	Receipt Required	Receipt Missing	Reimbursable Amount (GBP)	Details
25-Jan-2011	9.00 GBP	Taxis - UK	Taxi from office to meeting in Kings Cross - lack of time available	Licensed London Black Taxi	✓		9.00	
08-Feb-2011	15.00 GBP	Taxis - UK	Taxi from office to E1 - speaking engagement. No direct public transport.	Licensed London Black Taxi	✓		15.00	
08-Feb-2011	35.00 GBP	Taxis - UK	Taxi from E1 to home - late night and no direct public transport	Dial a Cab	✓		35.00	
09-Feb-2011	18.00 GBP	Taxis - UK	Taxi from Bank Quay station to hotel for Risley inspection - no direct public transport	Town Carz	✓		18.00	
09-Feb-2011	21.00 GBP	Overnight Subsistence	Attended 2 days of inspection at HMP Risley		✓		21.00	
09-Feb-2011	10.00 GBP	Personal Incidental Expenses - UK	Attended 2 days of inspection at HMP Risley				10.00	
10-Feb-2011	13.55 GBP	Daily Subsistence (12+ hours)	Attended 2 days of inspection at HMP Risley		✓		13.55	
14-Feb-2011	10.00 GBP	Taxis - UK	Taxi from Rochester station to hotel - attending Rochester inspection all week. No direct public transport.	Computer Cabs Ltd	✓		10.00	
14-Feb-2011	84.00 GBP	Overnight Subsistence	Attended 5 days of inspection at HMP Rochester		✓		84.00	
14-Feb-2011	20.00 GBP	Personal Incidental Expenses - UK	Attended 5 days of inspection at HMP Rochester				20.00	
25-Feb-2011	23.80 GBP	Rail Travel - UK	Return tickets to Gatwick, flying to Belfast to attend NPM roundtable meeting.	Gatwick Express	✓		23.80	
25-Feb-2011	12.00 GBP	Taxis - UK	Taxi from Belfast City Airport to CJINI offices in Belfast. No direct public transport.	Belfast City Airport Taxis	✓		12.00	
25-Feb-2011	7.00 GBP	Taxis - UK	Taxi from RQIA offices to airport - no direct public transport	Fonacab	✓		7.00	
25-Feb-2011	13.55 GBP	Daily Subsistence (12+ hours)	Attendance at NPM Roundtable meeting in Belfast		✓		13.55	
Total							291.90	

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