

Create Expense Report: Review

Review the expense report below before submission.

[Save](#) [Cancel](#) [Back](#) Step 4 of 4 [Submit](#)

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 vehicle
4. I have not made a claim for journeys made where that journey is covered by a season ticket between my home and my permanent place of work
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 the claim
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 current financial year
7. The claim has been made within one month of the expenditure being incurred. Where this is not the case, full justification will be provided

General Information

Name	HARDWICK, MR NICK (609563)	Receipts Status	Required
Expense Dates	03-MAR-2011 - 24-MAR-2011	Report Total	207.90 GBP
Cost Center	RD110	Reimbursement Amount	207.90 GBP
Purpose	Subsistence & Expenses - March 2011		
Approver	Self-Approval, Expenses_DCA		

[Expense Lines](#) [Expense Allocations](#) [Weekly Summary](#) [Approval Notes \[0\]](#)

Business Expenses

Cash Expenses

Date	Receipt Amount	Expense Type	Justification	Merchant Name	Receipt Required	Receipt Missing	Reimbursable Amount (GBP)	Details
03-Mar-2011	26.50 GBP	Taxis - UK	Attended inspection of HMP Wandsworth. Taxi home due to no local tube station.	Licensed Taxi	✓		26.50	
04-Mar-2011	18.00 GBP	Taxis - UK	Attended debrief at HMP Wandsworth. Taxi back to the office because of pressure of time.	South West Cars	✓		18.00	
16-Mar-2011	30.80 GBP	Rail Travel - UK	Return ticket on Gatwick Express, flying to Isle of Man for inspection of IOM prison	Gatwick Express	✓		30.80	
16-Mar-2011	21.00 GBP	Taxis - UK	Taxi from Isle of Man airport to hotel, staying for 2 nights during IOM prison inspection	Bunty's Taxis	✓		21.00	
16-Mar-2011	21.00 GBP	Overnight Subsistence	Stayed two nights for the inspection of IOM prison		✓		21.00	
16-Mar-2011	10.00 GBP	Personal Incidental Expenses - UK	Stayed two nights for the inspection of IOM prison				10.00	
17-Mar-2011	13.55 GBP	Daily Subsistence (12+ hours)	Stayed two nights for the inspection of IOM prison		✓		13.55	
20-Mar-2011	20.00 GBP	Taxis - UK	Taxi from Douglas to IOM airport. Stayed over the weekend - not claimed after 12:00 on 17 March	Elegance Taxi Service	✓		20.00	
23-Mar-2011	2.50 GBP	Taxis - UK	Taxi from Wakefield station to West Yorkshire Police HQ - inspection of police custody	Wakefield Licensed	✓		2.50	
23-Mar-2011	21.00 GBP	Overnight Subsistence	Stayed two nights for the inspection of West Yorkshire police custody		✓		21.00	
23-Mar-2011	10.00 GBP	Personal Incidental Expenses - UK	Stayed two nights during inspection of West Yorkshire police custody				10.00	
24-Mar-2011	13.55 GBP	Daily Subsistence (12+ hours)	Stayed two nights during inspection of West Yorks police custody		✓		13.55	
Total							207.90	

[Expense Lines](#) [Expense Allocations](#) [Weekly Summary](#) [Approval Notes \[0\]](#)

[Save](#) [Cancel](#) [Back](#) Step 4 of 4 [Submit](#)