

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 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 perman
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	04-MAY-2011 - 23-MAY-2011	Report Total	268.75 GBP
Cost Center	RD110	Reimbursement Amount	268.75 GBP
Purpose	Subsistence & Expenses - May 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
04-May-2011	9.00 GBP	Taxis - UK	Taxi from office to venue due to lack of time - Speaking to Prisoners' Families & Friends Service	Licensed London Taxi	✓		9.00	
09-May-2011	9.30 GBP	Daily Subsistence (12+ hours)	Attended UK NPM Members Workshop in Edinburgh - lunch provided		✓		9.30	
09-May-2011	17.90 GBP	Rail Travel - UK	Single Gatwick Express ticket - flying to Edinburgh for NPM meeting above	Gatwick Express	✓		17.90	
09-May-2011	20.00 GBP	Taxis - UK	Taxi from Edinburgh Airport to NPM Meeting above - no knowledge of public transport	Central Taxis	✓		20.00	
09-May-2011	25.00 GBP	Taxis - UK	Taxi from NPM meeting venue back to airport - no knowledge of local public transport	Central Taxis	✓		25.00	
09-May-2011	18.00 GBP	Rail Travel - UK	Single Heathrow Express ticket (return from NPM meeting)	Heathrow Express	✓		18.00	
11-May-2011	42.00 GBP	Overnight Subsistence	Two days at the inspection of HMP Kirkclevington Grange		✓		42.00	
11-May-2011	10.00 GBP	Personal Incidental Expenses - UK	Two nights at the Kirkclevington Grange inspection				10.00	
16-May-2011	4.25 GBP	Daily Subsistence (5-10 hours)	Attended lecture given by HMC1 Probation		✓		4.25	
17-May-2011	9.30 GBP	Daily Subsistence (12+ hours)	Attended Heads of Inspectorates Forum meeting in Edinburgh - lunch provided		✓		9.30	
17-May-2011	32.00 GBP	Rail Travel - UK	Return Heathrow Express tickets - flying to Edinburgh for Heads of Inspectorates Forum (above)		✓		32.00	
17-May-2011	22.00 GBP	Taxis - UK	Taxi to Scottish Parliament building - Heads of Inspectorates meeting	The London Taxi Company	✓		22.00	
17-May-2011	20.00 GBP	Taxis - UK	Taxi from Heads of Inspectorates meeting back to Edinburgh Airport	Central Taxis	✓		20.00	
18-May-2011	10.00 GBP	Taxis - UK	Taxi to meeting with adviser on forthcoming thematic - lack of time necessitated taking a taxi	The London Taxi company	✓		10.00	
18-May-2011	9.00 GBP	Taxis - UK	Taxi back to office after above meeting - lack of time before next appointment	Licensed London Taxi	✓		9.00	
23-May-2011	11.00 GBP	Taxis - UK	Taxi to meeting with HMCPSI - lack of time necessitated taking a taxi	LTDA	✓		11.00	
Total							268.75	

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