

# EXPENSES CLAIM

Claim Number
68658

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

Name		Job Level	Payroll Number	Department			
CHRISTOPHER GRAHAM		Inf Comm					
Date	Time		Full details of journey and charges	Mode of travel	Car mileage		Receipt attached
	Depart	Arrive			STD 40p	PTR 25p	
wc 20/7/09			3 nights accommodation @ £85			255.00	
23/07/09			Train from Manchester P to Mcr Airport	Rail		3.80	✓
			Breakfast			4.00	✓
			Taxi from airport to ICO Belfast office	Taxi		11.00	✓
			Taxi from Donegal Square to Central Station	Taxi		8.00	
			Grand Hotel, Malahide			93.83	✓
wc 27/7/09			3 nights accommodation @ £85			255.00	
28/07/2009			Tube from Euston to N1	Tube		1.60	
29/07/09			Tube from N1 to Pimlico	Tube		2.20	
			Tube from SW1 to Euston	Tube		1.60	
<b>RECEIVED</b>							
<b>11 AUG 2009</b>							
sub-total					0	0	636.03
<b>Other incidental expenses (e.g. telephone, postage)</b>							
total amount claimed						636.03	
less advances received							
amount claimed for payment						636.03	
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.							
<b>DECLARATION</b>							
I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.							
Signed			Date		7/8/09		
<b>APPROVAL OF CLAIM (Please contact Finance if you are unsure who can approve your claim)</b>							
Name of manager			Job Level		H		
S.D.C. ENTWISLE							
Signed			Date		11/8/09		
<b>FOR FINANCE USE</b>							
Paid stamp		Additions checked		Budget Code			
PAID				2700			
13 AUG 2009				Budget Holder			
				EXE			
		Authorised by the Finance Manager		Individual			
				GRAH			
				Consuming CC			





Information Commissioner's Office

# EXPENSES CLAIM

Claim Number
87877

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

Name <b>CHRISTOPHER GRAHAM</b>		Job Level Inf Comm	Payroll Number	Department				
Date	Time		Full details of journey and charges	Mode of travel	Car mileage		Receipt attached	
	Depart	Arrive			STD 40p	PTR 25p		£
wc 6/7/09			Two nights accommodation - 5&7 July			170.00		
09/07/09			Bus from Cardiff Central to Cardiff Bay	Bus		2.00	X	
			Lunch with Assistant Commissioner			17.65	✓	
			Taxi to Cardiff Central station	Taxi		5.00	✓	
wc 13/7			Three nights accommodation @ £85			255.00		
			Supper			6.44	✓	
17/07/09			Lothian Bus Day Pass	Bus		3.00	✓	
			Lunch with Scottish Info Commissioner (attendees C. Graham, K. Dunning)			113.74	✓	
<b>RECEIVED</b>								
<b>11 AUG 2009</b>								
sub-total					0	0	572.83	
<b>Other incidental expenses (e.g. telephone, postage)</b>								
total amount claimed						572.83		
less advances received								
amount claimed for payment						572.83		
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.								
<b>DECLARATION</b>								
I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.								
Signed				Date				
				7/8/09				
<b>APPROVAL OF CLAIM (Please contact Finance if you are unsure who can approve your claim)</b>								
Name of manager				Job Level				
SDC ENTWISLE				H				
Signed				Date				
				11/8/09				
<b>FOR FINANCE USE</b>								
Paid stamp		Additions checked		Budget Code		131 39 / 4441 444		
PAID				6010 / 2700				
13 AUG 2009		Authorised by the Finance Manager		Budget Holder		CWE		
				Individual		CWE		
				Consuming GC				



Information Commissioner's Office

# EXPENSES CLAIM

Claim Number
90974

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

Name <b>CHRISTOPHER GRAHAM</b>		Job Level Inf Comm	Payroll Number	Department				
Date	Time		Full details of journey and charges	Mode of travel	Car mileage		Receipt attached	
	Depart	Arrive			STD 40p	PTR 25p		£
27/06/09	10.00	13.00	Return rail fare Euston to Manchester P	Rail			66.10 ✓	
02/07/09	8.00	9.00	Rail fare Manchester P to M'cr Airport	Rail			3.80 X	
			Taxi to Cheadle House Hotel (BDG)	Taxi			11.00 ✓	
wc 29/6/09			3 nights accommodation in Mcr @ £85				255.00 ✓	
06/07/09			Tube to N1 (Oyster off-peak)	Tube			1.60	
			Refreshments				4.75 ✓	
07/07/09	8.00	9.00	Tube from N1 to St James's Park (MoJ)	Tube			2.20	
			Tube Westminster to Holborn	Tube			1.60	
08/07/09	8.00	9.00	Tube from N1 to Oxford Circus (peak)	Tube			2.20	
			Tube to Embankment	Tube			1.60	
			Lunch at Pret-a-Manger, The Strand				6.00 ✓	
			Tube to Paddington (Off Peak)	Tube			1.60	
					sub-total	0	0	357.45
<b>Other incidental expenses (e.g. telephone, postage)</b>								
05/07/09	14.00	19.00	Contribution to cost of hiring moving van				65.00	
					total amount claimed		422.45	
					less advances received			
					amount claimed for payment		422.45	
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.								
<b>DECLARATION</b>								
I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.								
Signed				Date		7/8/09		
<b>APPROVAL OF CLAIM (Please contact Finance if you are unsure who can approve your claim)</b>								
Name of manager		S.D.C. ENTWISLE		Job Level		H		
Signed				Date		11/8/09		
<b>FOR FINANCE USE</b>								
Paid stamp		13 AUG 2009		Additions checked		Budget Code 2700		
				Budget Holder		EXE		
				Authorised by the Finance Manager		Individual GRAH		
				Consuming CC				

RECEIVED  
11 AUG 2009