

# EXPENSES CLAIM

Claim Number
78129

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		£
03/11/09			Luton Airport bus transfer	Bus			1.00	✓
03/11/09			Breakfast				3.20	✓
11/11/09			Taxis in Cardiff	Taxi			11.00	✓
12/11/09			Taxis in London	Taxi			24.00	✓
16/11/09			Tube to Tottenham Hale	Tube			2.20	
17/11/09			Tubes in London £2.20 & 3 x £1.60	Tube			7.00	
17/11/09			Taxi from Mcr Piccadilly (late)	Taxi			8.50	✓
19/11/09			Taxi for abortive BBC interview	Taxi			5.00	✓
22/11/09			Stationery for train journey				10.48	✓
24/11/09			Lunch en route for Cardiff				5.64	✓
24/11/09			Taxi to National Assembly	Taxi			5.70	✓
24/11/09			Taxi from Cardiff Bay to hotel	Taxi			5.00	✓
25/11/09			<del>Taxis</del> <sup>tubes</sup> in London £2.20 & 3 x £1.60	<del>Taxi</del> <sup>Tube</sup>			7.00	
26/11/09			Tube to Pimlico	Tube			1.60	
26/11/09			Taxi to Waterloo	Taxi			6.50	✓
1/12.09			Taxi from Piccadilly (late)	Taxi			7.00	✓
<b>sub-total</b>					0	0	110.82	
<b>Other incidental expenses (e.g. telephone, postage)</b>								
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <p><b>RECEIVED</b> total amount claimed <b>110.82</b></p> <p>less advances received</p> <p><b>amount claimed for payment 110.82</b></p> <p>- 8 DEC 2009</p> </div>								
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					
<b>APPROVAL OF CLAIM (Please contact Finance if you are unsure who can approve your claim)</b>								
Name of manager			Job Level			H		
Signed			Date			7/12/09		
<b>FOR FINANCE USE</b>								
Paid stamp		Additions checked			Budget Code			
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <p><b>PAID</b></p> <p>17 DEC 2009</p> </div>					100-34   10-48			
					200   5605			
		Authorised by the Finance Manager			Budget Holder			
					Individual			
					Consuming CC			

cc

5605

# EXPENSES CLAIM

Claim Number
23503

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		£	p	Receipt attached	
	Depart	Arrive			STD 40p	PTR 25p				
23/09/09			Taxi from Islington flat (luggage)	Taxi			18.00		✓✓	
10/11/09			Bus to Cardiff Bay (ICO)	Bus			1.50		✓✓	
11/11/09			Lunch (Cardiff station)				4.18		✓✓	
12/11/09			Breakfast (Bath Spa station)				3.78		✓✓	
12/11/09			Newspaper				1.00		✓✓	
					<b>sub-total</b>		0	0	28.46	
Other incidental expenses (e.g. telephone, postage)										
								<b>total amount claimed</b>	28.46	
								<b>less advances received</b>		
								<b>amount claimed for payment</b>	28.46	
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		4/12/09				
<b>APPROVAL OF CLAIM (Please contact Finance if you are unsure who can approve your claim)</b>										
Name of manager				Job Level		H				
Signed				Date		7/12/09				
<b>FOR FINANCE USE</b>										
Paid stamp			Additions checked			Budget Code				
PAID			[Redacted]			2700				
17 DEC 2009			Authorised by the Finance Manager			Budget Holder				
			[Redacted]			CAG				
						Individual				
						GRAHAM				
						Consuming CC				

RECEIVED  
8 DEC 2009



Information Commissioner's Office

# EXPENSES CLAIM

Claim Number
11934

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		£	p	Receipt attached	
	Depart	Arrive			STD 40p	PTR 25p				
16/10/09			Tubes £2.20 and £1.60 (Non-Execs)	Tube			3.80			
19/10/09			3 nights accommodation @ £85				255.00			
20/10/09			Taxis to and from Cheadle House	Taxi			26.00		✓✓	
22/10/09			Tubes 2 x £1.60 (Home Office)				3.20			
23/10/09			Tubes £2.20 & 2 x £1.60	Tube			5.40			
27/10/09			2 nights accommodation @ £85				170.00			
27/10/09			Tube £1.60 (Carlton Gardens)				1.60			
27/10/09			Taxi with luggage				18.00		✓✓	
28/10/09			Tubes £2.20 @ £1.60				3.80			
28/10/09			Taxi from Royal Garden Hotel to MoJ				13.00		✓✓	
28/10/09			Taxi from Islington				12.80		✓✓	
28/10/09			Purchased ticket on the train				65.40		✓✓	
29/10/09			Taxi to Islington				6.00		✓✓	
30/10/09			Tube to Pimlico (Non-Execs)				2.20		✓✓	
<b>RECEIVED</b>										
- 8 DEC 2009										
<b>sub-total</b>							0	0	586.20	
<b>Other incidental expenses (e.g. telephone, postage)</b>										
<b>total amount claimed</b>							586.20			
<b>less advances received</b>										
<b>amount claimed for payment</b>							586.20			
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					
[Redacted]					21/12/09					
<b>APPROVAL OF CLAIM (Please contact Finance if you are unsure who can approve your claim)</b>										
Name of manager					Job Level					
[Redacted]					H					
Signed					Date					
[Redacted]					7/12/09					
<b>FOR FINANCE USE</b>										
Paid stamp			Additions checked			Budget Code				
PAID			[Redacted]			2700				
17 DEC 2009			[Redacted]			Budget Holder				
[Redacted]			[Redacted]			EKE				
Authorised by the Finance Manager					Individual					
[Redacted]					ARAH					
Consuming CC										

# EXPENSES CLAIM

Claim Number  
73590

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		Info Comm					
Date	Time		Full details of journey and charges	Mode of travel	Car mileage		Receipt attached
	Depart	Arrive			STD 40p	PTR 25p	
02/09/09			Taxi from CMS Select Cttee to Euston	Taxi			7.00 ✓
16/09/09			Taxi from accommodation to Waverley BR	Taxi			7.00 ✓
21/09/09			3 nights accommodation @ £85				255.00 ✓
21/09/09			Taxi from Mcr A'port to Cheadle Royal	Taxi			10.00 ✓
23/09/09			Oyster tube journeys: £2.20 and 3 x £1.60	Tube			7.00
24/09/09			Oyster tube journeys: 2 x £1.60	Tube			3.20
24/09/09			Taxi from flat to Euston with luggage	Taxi			23.00 ✓
28/09/09			2 nights accommodation @ £85				170.00
01/10/09			Tubes to and from Pimlico: £2.20 & £1.60	Tube			3.80
02/10/09			ditto (interviewing for Non-Execs)	Tube			3.80
05/10/09			3 nights accommodation @ £85				255.00
12/10/09			2 nights accommodation @ £85				170.00
12/10/09			Bus fares in Oxford	Bus			2.40 ✓
13/10/09			Bus fares in Edinburgh	Bus			3.00 ✓
14/10/09			Taxi to Waverley station	Taxi			7.00 ✓
14/10/09			Breakfast				6.25 ✓
14/10/09			Taxis from and to Euston	Taxi			20.80 ✓
			Train from Wilmslow				2.30 ✓
				<b>sub-total</b>	0	0	<b>956.55</b>
<b>Other incidental expenses (e.g. telephone, postage)</b>							
RECEIVED							
- 8 DEC 2009							
						<b>total amount claimed</b>	<b>956.55</b>
						<b>less advances received</b>	
						<b>amount claimed for payment</b>	<b>956.55</b>
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	[Redacted Signature]			Date	2/12/09		
<b>APPROVAL OF CLAIM (Please contact Finance if you are unsure who can approve your claim)</b>							
Name of manager	[Redacted Name]			Job Level	H		
Signed	[Redacted Signature]			Date	7/12/09		
<b>FOR FINANCE USE</b>							
Paid stamp	AID			Additions checked	[Redacted]		
				Budget Code	2200		
				Budget Holder	EXE		

