

# EXPENSE FORM - STAFF



NAME Martin Tiedemann  
 DEPARTMENT

DATE	VISITS TO (with reason and milage if claimed)	Mileage
21 April → 5 May	Campaigning trips Brighton, Luton, Wales etc	

TRAVEL				OFFICIAL USE	
Own vehicle	miles @	p	£	NET	VAT

I confirm that I hold a valid driving licence, my motor insurance covers business use and my vehicle is roadworthy and has a valid MOT if necessary.

Union car - petrol receipts attached Mileage Travelled

Rail fares	From	To	
	LONDON	BRIGHTON (for JF too)	£69
	LONDON	BRIGHTON	£20.50
	LONDON	BRIGHTON MANCHESTER WALES	£163.50

Other fares (taxi, bus, tube etc)

**SUBSISTENCE**

\_\_\_\_\_ days @ '24 hour rate'

Additional meals (to be specified)		£ 5.71
@		£ 4.05
@		
@		

GOODS RECEIVED REFERENCE		
PASSED FOR PAYMENT		
SUPPLIER ACCOUNT No		
OTHER EXPENSES (to be specified)	PIR REF	P110155
Hospitality	CODING REFERENCE	205-4701-113
Sundries		
Others		

Martin Tiedemann **TOTAL CLAIMED** £262.76

PAID BY CASH/CHEQUE NO	CODE	OFFICIAL USE	AMOUNT
AUTHORISED BY			
RECEIVED BY			
DATE			

WEST TRAINS  
Clapham Junction Station  
NOT VALID FOR TRAVEL

You were served by Esther Kargbo

OFF-PEAK DAY R £20.50  
CLAPHAM JUNCTION - BRIGHTON  
Valid on 30/04/2011  
1 Adult Ticket no:74231

OFF-PEAK S £69.00  
LONDON TERMINALS - MANCHESTER STNS  
Valid on 01/05/2011  
1 Adult Ticket no:74232

ANYTIME DAY S £57.00  
MANCHESTER STNS - CARDIFF CENTRAL  
Valid on 02/05/2011  
1 Adult Ticket no:74233

ADVANCE £17.00  
N<sup>o</sup> RT S.WALES - LONDON TERMINALS  
Valid on 04/05/2011  
1 Adult Ticket no:74234

& Reservation £0.00  
N<sup>o</sup> RT S.WALES - LONDON PADDINGTON  
Coach D Seat 27

NO SMOKING  
Booking ref IT305606  
Ticket no:74235

BALANCE DUE £163.50

VISA £163.50

5595T01W30M1060 5187 1009 09:56 30-04-11

\* 11464329727872634 \*



For train times or fares enquiries phone  
National Rail Enquiries 08457 48 49 50.  
Have you tried our new TicketXpress  
self service ticket machines? These are  
now available at Clapham Junction.

TRAVEL

Amount  
£20.50

# EXPENSE FORM - STAFF

NAME Martin Tiedeman

DEPARTMENT \_\_\_\_\_

DATE	VISITS TO (with reason)
21 April →	Campaigning
5 May	

TRAVEL

Own vehicle \_\_\_\_\_ miles @ \_\_\_\_\_

I confirm that I hold a valid driving licence is roadworthy and has a valid MOT if not

Union car - petrol receipts attached \_\_\_\_\_

Rail fares	From
	LONDON
	LONDON
	LONDON RR

Other fares (taxi, bus, tube etc) \_\_\_\_\_

SUBSISTENCE

\_\_\_\_\_ days @ '24 hour rate'

Additional meals (to be specified)

@

@

@

OTHER EXPENSES (to be specified)

Hospitality \_\_\_\_\_

Sundries \_\_\_\_\_

Others \_\_\_\_\_

PAID BY CASH/CHEQUE NO \_\_\_\_\_

AUTHORISED BY \_\_\_\_\_

RECEIVED BY \_\_\_\_\_

DATE \_\_\_\_\_

## Waitrose

Merthyr Road, Llanfoist  
Abergavenny, Gwent  
NP7 9LL  
Telephone no. 01873 851184  
www.waitrose.com/abergavenny

WR CHICK PANCKE WRAP	£	20.50
WR STEAK FAJITA WRAP	2.62	
Reduced item:	3.00	
CLEMENTINES		
0.100kg @ £0.90/kg	0.09	£69.00
3 items		STNS
BALANCE DUE	£5.71	
Cash	£20.71	
CHANGE	15.00	

Interested in shaping the future of Waitrose?  
Visit and Join our Waitrose panel  
[www.waitrosekitchentable.co.uk/join](http://www.waitrosekitchentable.co.uk/join)  
You could win £150 Waitrose vouchers

THANK YOU FOR SHOPPING AT WAITROSE

11:34 04 May 2011  
683 055 1489 869037

CARDIFF CENTRAL  
Ticket no: 74233

WALES - LONDON TERMINALS  
5/2011  
Ticket no: 74234

WALES - LONDON PADDINGTON  
Seat 27


KING  
ref IT305606  
t no: 74235

BALANCE DUE: £163.50

VISA

5595T01W30M1060 5187 1009 09:56 30-04-11

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Reduced item: 3.00  
CLEMANTINES  
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£20.50

3 items  
BALANCE DUE 0.09

£69.00  
STNS

Cash £5.71

£57.00

CHANGE £20.71

CARDIFF CENTRAL

15.00  
Ticket no:74233

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You could win £150 Waitrose vouchers

ES - LONDON TERMINALS £17.00  
05/2011  
Ticket no:74234

THANK YOU FOR SHOPPING  
AT WAITROSE

S.WALES - LONDON PADDINGTON £0.00  
Seat 27

11:34 04 May 2011  
683 055 1489 869037

SMOKING  
ing ref IT305606  
ket no:74235

BALANCE DUE

£163.50

VISA

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5595T01W30M1060 5187 1009 09:56 30-04-11

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self service ticket machines? These are  
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**NOT VALID FOR TRAVEL**

Description  
TICKET  
Date  
05.MAY.11  
Issuing Office  
Clapham Junction

Time  
11:30  
Number  
29824 3158 178937

Amount  
£20.50X

**RECEIPT**

ST  
argbo  
£20.50  
£69.00  
R STNS

ANYTIME DAY S £57.00  
MANCHESTER STNS - CARDIFF CENTRAL  
Valid on 02/05/2011  
1 Adult Ticket no:74233

ADVANCE £17.00  
N<sup>OO</sup> JRT S.WALES - LONDON TERMINALS  
Valid on 04/05/2011  
1 Adult Ticket no:74234

& Reservation £0.00  
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Coach D Seat 27

NO SMOKING  
Booking ref IT305606  
Ticket no:74235

BALANCE DUE £163.50  
VISA £163.50

5595T01W30M1060 5187 1009 09:56 30-04-11

\* 11464329727872634 \*



For train times or fares enquiries phone  
National Rail Enquiries 08457 48 49 50.  
Have you tried our new TicketXpress  
self service ticket machines? These are  
now available at Clapham Junction.

Travel is subject to National Rail Conditions of Carriage (NRCoC) and to the conditions of carriage of other operators on whose services this ticket is valid. Copies of the NRCoC can be obtained from any staffed national rail station or from website: [www.nationalrail.co.uk](http://www.nationalrail.co.uk)

RSP No. 9399

2 BB 1110

Issued at  
London Victoria  
Registration No  
-3076-18

Date  
21 APR 11 10:00  
Time

Description  
3 TICKETS  
41602-41604

Amount  
£69.00X  
4416597392

NOT VALID FOR TRAVEL

RECEIPT

NS

argbo

£20.50

£69.00

R STNS

ANYTIME DAY S £57.00  
MANCHESTER STNS - CARDIFF CENTRAL  
Valid on 02/05/2011  
1 Adult Ticket no:74233

ADVANCE £17.00  
NORT S.WALES - LONDON TERMINALS  
Valid on 04/05/2011  
1 Adult Ticket no:74234

& Reservation £0.00  
NORT S.WALES - LONDON PADDINGTN  
Coach D Seat 27

NO SMOKING  
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Ticket no:74235

BALANCE DUE £163.50

VISA £163.50

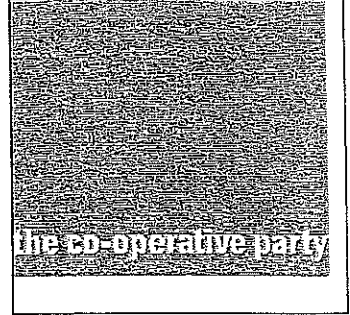
5595T01W30M1060 5187 1009 09:56 30-04-11

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# EXPENSE FORM - STAFF



NAME Jim Lee  
 DEPARTMENT Co-op Party

DATE	VISITS TO (with reason and mileage if claimed)	Mileage
3/5/11	Dundee	166
4-5/5/11	Dundee (+ mileage on election day)	166 + 80
7/5/11	SSBC, Glasgow CG Scottish AGM	30

				OFFICIAL USE	
TRAVEL	£	p	NET	VAT	
Own vehicle 442 miles @		p	221	00	

I confirm that I hold a valid driving licence, my motor insurance covers business use and my vehicle is roadworthy and has a valid MOT if necessary.

*Jim Lee*

Union car - petrol receipts attached Mileage Travelled

Rail fares	From	To

Other fares (taxi, bus, tube etc)

Accommodation 4/5/11 - 59.00

**SUBSISTENCE**

\_\_\_\_\_ days @ '24 hour rate'

Additional meals (to be specified)

Meal @ 12.05  
 @  
 @

GOODS RECEIVED REFERENCE	<i>[Signature]</i>
PASSED FOR PAYMENT	
SUPPLIER ACCOUNT No	LEE0005
P.I.R REF	P110154
ISSUING REFERENCE	207-4701-TSV

**OTHER EXPENSES (to be specified)**

Hospitality  
 Sundries  
 Others

TOTAL CLAIMED **£292.05**

PAID BY CASH/CHEQUE NO  
 AUTHORISED BY  
 RECEIVED BY *Jim Lee*  
 DATE 10/5/11

CODE OFFICIAL USE AMOUNT

CARD SALE VOUCHER  
CUSTOMER COPY

05/05/11 09:14  
TERMINAL-USER-TRAN  
22253131-0001-1577

LANDMARK HOTEL DUNDEE  
KINGS WAY WEST  
DUNDEE  
DD2 5JT

MERCHANT ID : 000102002734535  
4361  
ICC

VISA DEBIT APSN=04  
AID = 'A00000000031010'  
VISA DEBIT UK  
EXPIRY DATE 05/12  
START DATE 05/09

SALE TOTAL

GBP59.00

MR J J LEE

PLEASE DEBIT MY ACCOUNT WITH THE  
TOTAL AMOUNT IN GBP SHOWN.

PIN VERIFIED

PLEASE RETAIN THIS RECEIPT FOR YOUR  
RECORDS.

ITH CODE = 009609 I01

City Harbour

GUEST CHECK

\*\*\*\*\*  
Table No.: T28 Date: 04/05/11  
Number of Guest: 1 Time: 21:02  
VAT No.: 852061222 VAT Rate: 20.0%

Qty	Code	Item Description	Price
		ADULT EVENING	10.45
		SOFT DRINKS	1.60
Subtotal:			12.05
Total:			12.05

SERVICE IS NOT INCLUDED



# EXPENSE FORM - STAFF

the co-operative party

NAME <u>Jim Lee</u>				
DEPARTMENT <u>Co-op Party</u>				
DATE	VISITS TO (with reason and milage if claimed)			
<u>20/4/11</u>	<u>Dundee</u>			
<u>24/4/11</u>	<u>Edinburgh</u>			
<u>26/4/11</u>	<u>Dundee</u>			
<u>27/4/11</u>	<u>Dundee</u>			
<u>20/4/11</u>	<u>Kilmornock</u>			
50				
OFFICIAL USE				
TR. VEH	E	P	NET	VAT
Own vehicle	648 miles @	50p	324	00

I confirm that I hold a valid driving licence, my motor insurance covers business use and my vehicle is roadworthy and has a valid MOT if necessary.

*James Lee*

Union car - petrol receipts attached Mileage Travelled

Rail fares	From	To	
	<u>Glasgow</u>	<u>Edinburgh</u>	<u>11.40</u>

Other fares (taxi, bus, tube etc)

## S. ASSISTANCE

         days @ '24 hour rate'

Additional meals (to be specified)

@  
@  
@

GOODS RECEIVED REFERENCE	<i>[Signature]</i>
PASSED FOR PAYMENT	
SUPPLIER ACCOUNT NO	<u>LEE0005</u>
PIR REF	<u>P110143</u>
CODING REFERENCE	<u>207-4701-734</u>

## OTHER EXPENSES (to be specified)

Hospitality  
Sundries  
Others charger - business phone - 15.00

TOTAL CLAIMED **£350.40**

PAID BY CASH/CHEQUE NO  
AUTHORISED BY  
RECEIVED BY *James Lee*  
DATE 29/4/11

CODE OFFICIAL USE AMOUNT

**NOT VALID FOR TRAVEL**

Description	Amount
<b>TICKET</b>	<b>£11-40X</b>
Date	Time Number
<b>19-APR-11</b>	<b>13:25 15347 2985953926</b>
Issuing Office	
<b>GLASGOW QUEEN ST</b>	

**RECEIPT**



RECEIPT



Apple Store, Buchanan Street  
147 Buchanan Street  
Glasgow G1 2JX  
buchananstreet@apple.com  
0141-300-4950  
<http://www.apple.com/uk/retail/buchananstreet>

VAT No: GB 835 4230 42

29 April, 2011 11:29

Apple Dock Connector to USB Cable

Part Number: MA591G/B  
Return Date: May, 13, 2011

Unit Price	VAT%	Qty
£ 12.50	20.0%	1
VAT Ex. Price	VAT	Total
£ 12.50	£ 2.50	£ 15.00

Total	VAT Ex. Price	VAT	Total
	£ 12.50	£ 2.50	£ 15.00

Payment Method

VISA DEBIT (C) 05/09 04/12 £ 15.00  
xxxxxxxxxxxx9640  
Auth Code: 003025  
135102124816

Total Tender £ 15.00  
Change Due £ 0.00

VAT Summary:

VAT Rate	VAT Basis	VAT
20.0%	£ 12.50	£ 2.50



\* R 1 3 5 1 0 2 1 2 4 8 \*

Invoice Number 20110429R1351021248

Please debit my account xxxxxxxxxxxx9640 by £ 15.00 (Sale)

Application ID: A000000031010

Terminal ID: 24513511

Merchant ID: 12226392

Verified by PIN.

Application PAN Sequence Number: 00

Apple Retail UK Limited

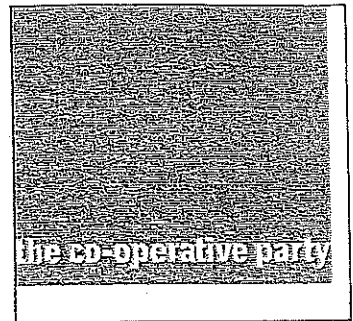
[http://www.apple.com/legal/sales\\_policies/retail.html](http://www.apple.com/legal/sales_policies/retail.html)

Tell us about your experience at the Apple Store.

Visit [www.apple.com/uk/retail/feedback](http://www.apple.com/uk/retail/feedback)

Visit [www.apple.com/uk/promo](http://www.apple.com/uk/promo) for all rebate resources.

# EXPENSE FORM - STAFF



NAME Jim Lee  
 DEPARTMENT Co-op Ed

DATE	VISITS TO (with reason and milage if claimed)	Mileage
5/4/11	Dundee - election campaign	166
11/4/11	" " "	166
12/4/11	" " "	166
13/4/11	Amman (to return) " "	185
18/4/11	Dundee " " 166	166
Own vehicle 849 miles @ 50 p		E 424 P 50 NET VAT

I confirm that I hold a valid driving licence, my motor insurance covers business use and my vehicle is roadworthy and has a valid MOT if necessary.

*Jim Lee*

Union car - petrol receipts attached Mileage Travelled

Rail fares	From	To

Other fares (taxi, bus, tube etc)

SISTENCE  
 \_\_\_\_\_ days @ '24 hour rate'

Additional meals (to be specified)  
 @  
 @  
 @

COPIES RECEIVED REFERENCE	<i>[Signature]</i>
PASSED FOR PAYMENT	<i>[Signature]</i>
SUPPLIER ACCOUNT No	LE00003
P.I.R REF	P110142
CODING REFERENCE	207-4701-T34

OTHER EXPENSES (to be specified)  
 Hospitality  
 Sundries  
 Others

TOTAL CLAIMED **£424.50**

PAID BY CASH/CHEQUE NO  
 AUTHORISED BY  
 RECEIVED BY *Jim Lee*  
 DATE 19/4/11

CODE OFFICIAL USE AMOUNT

