

## Expense Claim



Name: Liberty Pegg

Period: Start: 26/05/2016

End: 31/05/2016

Receipts must be numbered and attached; mileage must be stated and is paid at a flat rate of 45p/mile

Train fares are reimbursed at STANDARD RATE ONLY. Advanced bookings are recommended.  
If this is your first claim and we do not hold your bank details, or if you would like a copy of our expenses policy, please contact Finance [REDACTED]

Please email the completed and signed form to [REDACTED]

Date	Receipt # or # of miles	Description	Amount	Office use:
27-May-16	1	Pizza Express Chester	£19.55	
27-May-16		Taxis Worcester	£4.70	
27-May-15	2	Eat Paddington	£3.99	
27-May-16	3	Costa Worcester 3.55+3.95	£7.50	
28-May-16	4	Chester Court Hotel	£79.00	
28-May-16	5	Tebay Southbound coffee	£8.95	
28-May-16	6	Taxis Chester	£5.00	
	7	Taxis Chester	£4.50	
30-May-16	8	Costa Worcester	£5.50	
30-May-16	9	Uppercrust Paddington	£2.60	
30-May-16	10	Taxis Worcester	£5.50	
30-May-16	11	Bills Restaurant Worcester - volunteers lunch 4	£48.07	
30-May-16	12	Lunch Chelmsford M&S	£4.50	
30-May-16	13	Taxi	£5.00	
31-May-16	14	Starbucks Chelmsford	£2.85	
29-May-16	15	Uber 29 May to collect banners	£8.72	
30-May-16	16	Uber 30 May early start	£11.86	
			<b>£227.79</b>	

The expenses set out above were incurred by me in the performance of my duties for or on behalf of CI

Signature [REDACTED]

Date 02/06/16

For office use:

Checked by:	Authorised by:	Payment type:	Date:

2  
**EAT.**

1st Floor, Unit R31, Paddington Rail Station  
FREE Hot Drink when you spend £1.99  
after telling us about your experience at  
[www.eat.co.uk/listens](http://www.eat.co.uk/listens)

013

Tania  
27/05/16 08:48

S013-T01  
000000026

Take-Away

1 Simply Ham + Cheese £3.99  
1 Item  
VAT at Zero Rate £0.00  
VAT at Standard Rate £0.67  
TOTAL £3.99

Credit Card  
Visa  
Ref: 10000000009

Vat No. 863 5189 96

Your Server Is  
21 - Tania

THANK YOU  
Let's Talk: 0843 506 4040  
[www.eat.co.uk](http://www.eat.co.uk)



Chester  
Unit 1, The Exchange  
St Johns St, CHI 1DA  
TEL: 01244 323 265

PIZZA EXPRESS

VAT NO: 627 0767 30  
IQBAL 27/05/2016 22:40

T75R1WZQ2

Till 3 Sale 364468 Table 7 Covers 1

1 Montepulciano 250ml	6.75*
1 Pianta Classic	9.25*
1 Extra Mozzarella	1.55*

SUB TOTAL 17.55

GRATUITY-CARD 2.00

TOTAL 19.55

CARD 19.55

CHANGE 0.00  
\* V.A.T. 2.93

For a chance to win a £500 Gift Card  
in our Monthly Prize Draw, please go to  
[www.howdidwedough.com](http://www.howdidwedough.com) to tell us about  
your visit. Your invite code is: 3285

Costa - Worcester High St  
31 High Street,  
Worcester  
WR1 2QL

\*\*\*CUSTOMER COPY\*\*\*  
WHITBREAD GROUP PLC  
DUNSTON COURT

NOT REQUIRED £3.55  
APPROVED  
AUTH CODE 24539

PLEASE RETAIN RECEIPT

Tell us about your visit, we're listening  
Text to XXXXX XXXXXX or visit website  
[feedbacktocosita.co.uk](http://feedbacktocosita.co.uk) See web for T&Cs  
store reference: 43030705

CHESTER COURT HOTEL

48 HOOLE RD

CHESTER

M\*\*\*86403

TID\*\*\*\*4783

AID : A0000000031010

The  
CHESTER  
COURT  
Hotel

(4)

Room

8

SALE

CARDHOLDER COPY

PLEASE KEEP THIS RECEIPT  
FOR YOUR RECORDS

AMOUNT

£79.00

Verified by PIN

THANK YOU

08:57 28/05/16

40IF5:00

AUTH CODE:

000345

Sundries

Taxi

nights

£

p

£74 00

£5 00

Payment by cash/credit card/chq/Amex  
Received with thanks \_\_\_\_\_

Total

£79 00

48, Hoole Road, Chester, Cheshire, CH2 3NL  
Telephone: (01244) 320779 Fax: (01244) 344795  
Email: info@chestercourthotel.com

VAT Registration No. 164 478 188



**KINGKAB**  
PRIVATE HIRE  
TAXIS

Telephone: 343434  
346346  
311551

6

ACCOUNT TO:		DATE
		28/5/16
PASSENGERS NAME:		
DEPT ETC:		
FROM:		
Watergate Street Chester		
TO:		
Hooke road		
SIGNATURE		DRIVERS NO.
WAITING TIME	HRS	MIN
MILEAGE		
TOTAL		£ 5.00

Tebay Southbound  
Westmorland Limited  
Orton  
Penrith  
Cumbria  
CA10 3SB  
TEL No.015396 24511  
VAT No.859709174

5

£

MACARONI CHEESE MEAL 8.95 B

No. Items 1

TOTAL Including VAT 8.95

CREDIT/DEBIT 8.95

VAT INC

ID	VAT %	Less Disc	VAT DUE	VAT EXC
B	20.00	8.95	1.49	7.46

Eilish Id. 69

17:00:30 28/05/16 Till:13 Audit:066132

Thank you for shopping at  
Tebay Southbound  
Please visit us at  
www.westmorland.com



Costa - Worcester High St  
31 High Street,  
Worcester  
WR1 2QL

\*\*\*CUSTOMER COPY\*\*\*

WHITBREAD GROUP PLC  
WHITBREAD COURT, PORZ AVE  
DUNSTABLE, LU5 5XE

Sale £5.50

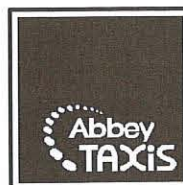
VERIFICATION NOT REQUIRED  
APPROVED  
AUTH CODE 35220

PLEASE RETAIN RECEIPT

Tel us about your visit, we're listening  
Text to XXXXX XXXXXX or visit website  
feedbacktocosita.co.uk See web for T&Cs  
store reference: 43030705

\*\*\*\*\*  
YOU COULD HAVE EARNED A MINIMUM  
OF 25 POINTS  
BY PRESENTING A COFFEE CLUB NUMBER

Oops, if you haven't brought your Coffee  
Club card or app with you, take this  
receipt to a participating store before  
27/06/2016 to collect your points.



100 Foregate Street  
Chester  
CH1 1HB  
www.abbeytaxis.net  
01244 318318

7

Please tick appropriate boxes:

School ☐ Social ☐ Chauffeur ☐  
C.p.h/ac ☐ Rfer/ac ☐ Cabbey/ac ☐

DATE:	DRIVER No:	JOURNEY:	
		From	To

Mileage .....

Charge ..... Docket No. ....

Waiting time ..... £4.50

TOTAL .....

Comment:

--

PASSENGER

Print Name:

Signature:

--	--

# Receipt

Date 30-5-16

(10)

From .....

To .....

The sum of 5.50

Signature .....

Thank you for your custom

SSP LK  
Uppercrust 2 London  
Paddington Station  
1001712

(9)

1008 Malik <

Chk 2544 30 May '16 05:21 Gst 0

## Take Away

1 Cappuccino Sm 2.60  
TC Voucher  
Credit/Debit 2.60

0.43 VAT TTL 2.60

Net TTL 2.17

Subtotal 2.60

Payment 2.60

VAT NUMBER: BE4 2579 78

# Bill's

(11)

Bill's Restaurants LTD  
8-9 Chapel Walk  
Worcester, WR1 3LD  
Tel: 01905 21095  
VAT: 927 5184 05

CHK# 109 TBL# 63  
Asia # 102  
30/05/2016 13:21:19 GUESTS 4

## Restaurant

1 Bill's Burger 9.95  
Extra Cheese 1.20  
1 Bill's Burger 9.95  
Extra Bacon 1.50  
1 Halloumi Burger 9.95  
1 Halloumi Burger 9.95  
& Guacamole 1.20  
SUBTOTAL: 43.70  
10% Opt Service Charge 4.37  
WS3 T#0000161  
TOTAL: £48.07

Sales-VAT	VAT Rate	VAT Amt	Total
36.42	20.00%	7.28	43.70

Last Serviced 30/05/2016 14:03:14

Thank you for  
dining at Bill's

# M&S

EST. 1884

(12)

62 High Street

Chelmsford

Essex

CM1 1DH

01245 269555

VAT NO. GB232128892

www.marksandspencer.com

00889759	MORROCCAN SALAD	£3.00
00197915	PERCY PIG 170G	£1.50
Items: 2	Balance to Pay	£4.50

Card Tendered £4.50

\*\*\*CARDHOLDER COPY\*\*\*

\*\*\*\*\*

\*\*\* Join Sparks \*\*\*

\*\*\*\*\*

You could have earned 45 Sparks today  
Join Sparks in the M&S App  
Or at marksandspencer.com/sparks

Please retain for your records

discover more @marksandspencer.com

31/05/16 12:40 15967667 402145 106 1588



9 990215881064021451

Starbucks Chelmsford Mall Kiosk

14

### Customer Copy

Merchant ID  
Terminal ID  
Card #

App Label  
Check #  
Trans Time : 31/05/16 11:55  
Trans Type : SALE  
Trace No.  
Reference #  
Auth Code  
COMPLETED

APP PSN : 01  
AID:A0000000031010

Subtotal : GBP 2.85  
Total : GBP 2.85

\*No Cardholder verification\*

Please retain for your records

**CUSTOMER RECEIPT** Harbo

13

DATE:..... DRIVER NO:.....

FROM:.....

TO:.....

RECEIVED: £ 5.00 WITH THANKS

SIGNED: 13



## Your Sunday evening trip with Uber

Uber Receipts <receipts.london@uber.com>

Sun, May 29, 2016 at 8:21 PM

To: [REDACTED]

MAY 29, 2016



# £8.72

Thanks for choosing Uber, [REDACTED]

### FARE BREAKDOWN

Trip fare 8.72

**Subtotal £8.72**

**£8.72**

You saved £2.91 by riding uberPOOL

[share your savings](#)

[Visit the trip page](#) for more information, including invoices (where available)

CAR	MILES	TRIP TIME
POOL	5.28	00:29:27



You rode with Junnaid

RATE YOUR DRIVER



### Need help?

Tap Help in your app to [contact us](#) with questions about your trip.

Leave something behind? [Track it down.](#)



### Free Rides

Share code [REDACTED]





## Your Monday morning trip with Uber

1 message

**Uber Receipts** <receipts.london@uber.com>

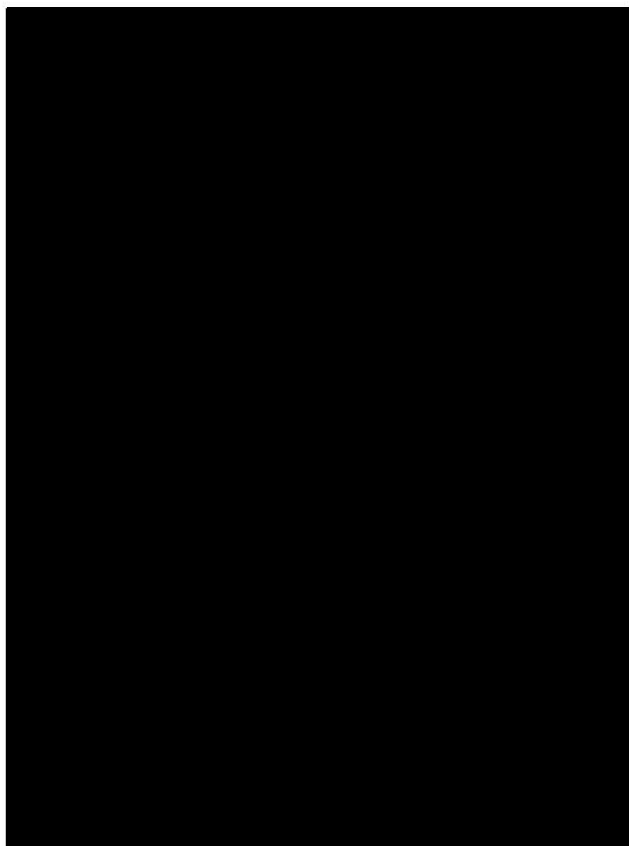
Mon, May 30, 2016 at 6:11 AM

To: [REDACTED]

MAY 30, 2016

**£11.86**

Thanks for choosing Uber, [REDACTED]

**FARE BREAKDOWN**

Base Fare	2.50
Distance	6.74
Time	2.62

**Subtotal £11.86****£11.86**

[Visit the trip page](#) for more information, including invoices (where available)

CAR	MILES	TRIP TIME
uberX	5.39	00:17:30



You rode with Sandu

RATE YOUR DRIVER

