STAFF OUT OF POCKET CLAIM FORM

Transaction Date	Brief Description & Justification	Travel Costs	Meeting Expenses	Accommodation & Subsistence	Conferences	Subscriptions	Training	Telephone & Internet	Office Maintenance & supplies	Office Supplies (tea, coffee, milk)	Office Stationery & Photocopying	Total
24/07/14	1. Sets of Keys for new staff								100.00			100.00
30/07/14	2. CF Card fordebate social media filming								79.99			79.99
04/09/14	3. Lense cleaning kit								25.00			25.00
05/08/14	4. Card reader								12.99			12.99
14/09/14	5. Phones								24.95			24.95
10/09/14	6. Containers for warp sheets								5.00			5.00
16/09/14	7. Petrol expense: Edinburgh, Jim etc	50.05										50.05
30/07/14	8. Parking	2.90										2.90
16/09/14	9. Parking	7.80										7.80
15/09/14	10. Parking	7.80										7.80
18/09/14	11. Parking	7.80										7.80
18/08/14	Adobe Video Editing Software Subscript.					70.00						70.00
18/08/14	Adobe Video Editing Software Subscript.					70.00						70.00
18/07/14	Adobe Video Editing Software Subscript.					70.00						70.00
18/06/14	Adobe Video Editing Software Subscript.					70.00						70.00
21/08/14	Socks for AD (no receipt)					14.99						14.99
	Total	76.35	0.00	0.00	0.00	294.99	0.00	0.00	247.93	0.00	0.00	619.27

Name: [redacted]

Approved by: [redacted]

Date: 5/01/15

766-70

1

MacFarlane,McColl&Rogers
Unit 48 Savoy Centre
Glasgow G2 3DH
Tel: 0141 332 5559

REG 24-07-2014 13:32
000012

1 CYLINDER +F1 100.00
TL 100.00
C CARD 100.00

2

JESSOPS

image is everything

Jessops.com

[redacted]

Glasgow Buchanan Galleries
TEL: [redacted]

STORE ID: 0701
ADVISOR : William B 102

TAX INVOICE NO. 2020805893
SALES ORDER NO. 50931588

ORDERED	SUPPLIED	TOTAL
SANDISK EXTREME CF 16GB 120MBS		
ASANIDSD65271432		
1	1	79.99
TOTAL ORDERED		79.99
TOTAL SUPPLIED		79.99

NON TAXABLE 0.00
NET VAT - 20% 66.66
VAT CHARGED
20% Rate 13.33
13.33

TOTAL 79.99
TOTAL TENDERED 79.99
VISA 79.99

CHANGE 0.00
BALANCE DUE 0.00

ADDRESS
JESSOPS
Cafe Nero
L3/4
Buchanan Galleries
Glasgow

TEL:
CUSTOMER CODE A1512922?

10.37:36 30 JUL 14 1 ITEM(S)

SENSOR CLEANING NOW AVAILABLE

Jessops now offers a sensor cleaning service to ensure you get the most from your photography - prices from 30GBP. 1hr & same day upgrades are available*

* subject to availability

[DK12_r]

3

JESSOPS

image is everything

Jessops.com

Jessops Europe Limited
VAT No. GB 156 009 915

Glasgow Buchanan Galleries
TEL: 0141 3540669

STORE ID: 0701
ADVISOR : Jo A H14

TAX INVOICE NO. 2020878758
SALES ORDER NO. 51015722

ORDERED	SUPPLIED	TOTAL
LENSPEN CLEANING KIT ELITE		
ALPENGA105272318		
1	1	25.00
TOTAL ORDERED		25.00
TOTAL SUPPLIED		25.00

NON TAXABLE 0.00
NET VAT - 20% 20.83
VAT CHARGED
20% Rate 4.17
4.17

TOTAL 25.00
TOTAL TENDERED 25.00
VISA 25.00

CHANGE 0.00
BALANCE DUE 0.00

ADDRESS
GLASGOW BUCHANAN GALLERIES

TEL:
CUSTOMER CODE : CASH0701

11:10:29 04 SEP 14 1 ITEM(S)

SENSOR CLEANING NOW AVAILABLE

Jessops now offers a sensor cleaning service to ensure you get the most from your photography - prices from 30GBP. 1hr & same day upgrades are available*

* subject to availability

4

JESSOPS

image is everything

Jessops.com

Jessops Europe Limited
VAT No. GB 156 009 915

Glasgow Buchanan Galleries
TEL: 0141 3540669

STORE ID: 0701
ADVISOR : Bryan S M07

TAX INVOICE NO. 2020815365
SALES ORDER NO. 50917254

ORDERED	SUPPLIED	TOTAL
INTEGRAL MULTI CARD READER		
AINTGDA705268367		
1	1	12.99
TOTAL ORDERED		12.99
TOTAL SUPPLIED		12.99

NON TAXABLE 0.00
NET VAT - 20% 10.82
VAT CHARGED
20% Rate 2.17
2.17

TOTAL 12.99
TOTAL TENDERED 12.99
VISA 12.99

CHANGE 0.00
BALANCE DUE 0.00

ADDRESS
GLASGOW BUCHANAN GALLERIES

TEL:
CUSTOMER CODE : CASH0701

15:04.05 05 AUG 14 1 ITEM(S)

SENSOR CLEANING NOW AVAILABLE

Jessops now offers a sensor cleaning service to ensure you get the most from your photography - prices from 30GBP. 1hr & same day upgrades are available*

* subject to availability

[DK12_r]

8 ·EDINBVRGH·

THE CITY OF EDINBURGH COUNCIL

DATE	EXPIRY TIME
20/07/14	13:45

TIME OF PURCHASE 12:51

FEE PAID 7.90

MACHINE ID 2079

USE STICKER ON BACK
TO FIX TO WINDSCREEN
NOT TRANSFERABLE

27386571

6

Sainsbury's
live well for less

BRAEHEAD 0141 2275530

Sainsbury's Supermarkets Ltd
33 Holborn London EC1N 2HT
www.sainsburys.co.uk
VAT NUMBER 660 4548 36

* JS cream bowl	£2.50
* JS cream bowl	£2.50
2 BALANCE DUE	£5.00
VISA DEBIT	£5.00

(ICC) **** **** **** 3419
AID A0000000031010
PAN SEQUENCE 00
MERCHANT **01992
AUTH CODE 015385

PIN Verified

CHANGE	£0.00

****

WITH NECTAR YOU WOULD HAVE EARNED

5

ARGOS
Sauchiehall Street 4181
200 Sauchiehall Street
Glasgow
Lanarkshire
G2 3EF
0845 656 4181

552/6637 VALUE PHONE
5 @ 4.99 GBP 24.95

Reservation Number -
400296

TOTAL 5 Items GBP 24.95

DELTA GBP 24.95
Card ************3419
PIN VERIFIED
Iss No. 0
Mer No: 8213136
TID: 24152631
From: 03/13 Exp 07/16 ICC
AID: A0000000031010
AL: VISA DEBIT
CT: 40 CV: EFC008FA6B413330
Auth No: 015423
EFT: 000086

PLEASE DEBIT ACCOUNT
WITH THIS SALE

CHANGE GBP 0.00

SALE

COLLECT POINT ' A '

ORDER NUMBER ' 133 '

PICK UP TIME 9 minutes

Notified terms and conditions apply.

THANK YOU FOR
SHOPPING AT ARGOS

Reg:31-4181 TXN:61270
14/09/14 13:56

CHECK & RESERVE 0845 640 1011

HOW DID WE DO TODAY?
FOR A CHANCE TO WIN
500 POUNDS VISIT
www.tellargos.co.uk

****
****

Recycling old electricals is easy, safe and free at your local recycling centre
Visit www.recycle-more.co.uk

****
****

From the 13th of June we have moved to a new basic rate customer services number 0345 640 3030
Please use this number to contact us not the number printed on the reverse of this receipt. Thank you!

9

Sales Invoice

90

16 / 9 / 14

From: pbn property LTD
Stacy centre

V.A.T. Regd. No. GB848927773 V.A.T. Rate

To: David
Better together

Date	Description	Folio	Amount Exclusive of V.A.T.		V.A.T.	
	Steuart MC		6	50		
	Space 13a					

Terms

Tax Point / /

1·30

Total inc v.a.t. 7·80

7

MRH Retail DUNGLASS
Dumbarton Road
Milton
Dumbarton
G82 2TY
Tel: 01389 762667

N***4307 T****3107
CUSTOMER COPY
This is not VAT receipt

VISA DEBIT
AID:A0000000031010
CARD:************3419
PAN Seq Nr :00
ICC SALE
TOTAL GBP50.05

Customer PIN verified
Please retain receipt for your records
Auth Code: 016907

16/09/14 T005452
23:51 R5299

Thank You
Please Come Again

Drive Carefully

11

Sales Invoice

14

18 / 09 / 14

From pbn property LTD
Savoy centre

V.A.T. Regd. No. Gb845892773 V.A.T. Rate

To David
Better together

Date	Description	Folio	Amount Exclusive of V.A.T.	V.A.T.
	Stewart		6-50	
	SPACE 11			

Terms

Tax Point / / Total inc v.a.t. 1-30 7·80

10

Sales Invoice

86

15 / 9 / 14

From PBN PROPERTY LTD
SAVOY CENTRE

V.A.T. Regd. No. GB845892773 V.A.T. Rate

To DAVID
BETTER TOGETHER

Date	Description	Folio	Amount Exclusive of V.A.T.	V.A.T.
	SPACE 14		6 50	1 30

Terms

Tax Point / / Total inc v.a.t. 7-80

Invoice

Adobe

Adobe Systems Software
Ireland Ltd
4-6 Riverwalk
Citywest Business Park
Dublin 24
Ireland

VAT No: IE6364992H

Invoice/Credit memo	Invoice
Invoice Number:	IEN2014002404527
Invoice Date:	18/06/2014
Billing Date:	18/06/2014
Customer Order Number:	AD002430146UK
Order Number	57401945
Customer	400004490

Bill To:
David Williams
4 Machrie Drive
HELENSBURGH
G84 9EJ
GREAT BRITAIN

Payment Method Credit card

Contact

Product Number and Item description	Ordered Qty	Qty Back Order	Shipped Qty	Unit Price	Extended Price
65183062 CCSN,ALL,MLP,DRI01,EUW,001,N/A,1 MO DSP Line Tax Rate: 23 %	1		1	57.17	57.17

http://www.adobe.com/support/service/

NET AMOUNT	TOTAL VAT
57.17	13.15

Invoice Number	Total Due
IEN2014002404527	0.00

VAT Code	VAT Rate	NET in EUR	VAT in EUR
STD	23 %	71.59	16.47

EUR Analysis for Tax Purposes Only. EUR/GBP Exchange Rate:1.25224

Goods	57.17
Delivery Charges	0.00
VAT	13.15
Total Incl. VAT	70.32
Amount Paid	70.32
Currency	GBP

Invoice

Adobe

Adobe Systems Software
Ireland Ltd
4-6 Riverwalk
Citywest Business Park
Dublin 24
Ireland

VAT No: IE6364992H

Invoice/Credit memo	Invoice
Invoice Number:	IEN2014002422076
Invoice Date:	18/07/2014
Billing Date:	18/07/2014
Customer Order Number:	AD002430146UK
Order Number	57401945
Customer	400004490

Bill To:
David Williams
4 Machrie Drive
HELENSBURGH
G84 9EJ
GREAT BRITAIN

Payment Method
Credit card

Contact

Product Number and Item description	Ordered Qty	Qty Back Order	Shipped Qty	Unit Price	Extended Price
65183062 CCSN,ALL,MLP,DRI01,EUW,001,N/A,1 MO DSP Line Tax Rate: 23 %	1		1	57.17	57.17

http://www.adobe.com/support/service/

NET AMOUNT	TOTAL VAT
57.17	13.15

Invoice Number	Total Due
IEN2014002422076	0.00

VAT Code	VAT Rate	NET in EUR	VAT in EUR
STD	23 %	71.52	16.45

EUR Analysis for Tax Purposes Only. EUR/GBP Exchange Rate:1.25098

Goods	57.17
Delivery Charges	0.00
VAT	13.15
Total Incl. VAT	70.32
Amount Paid	70.32
Currency	GBP

Invoice

Adobe

Adobe Systems Software
Ireland Ltd
4-6 Riverwalk
Citywest Business Park
Dublin 24
Ireland

VAT No: IE6364992H

Invoice/Credit memo	Invoice
Invoice Number:	IEN2014002872076
Invoice Date:	18/08/2014
Billing Date:	18/08/2014
Customer Order Number:	AD002430146UK
Order Number	57401945
Customer	400004490

Bill To:
David Williams
4 Machrie Drive
HELENSBURGH
G84 9EJ
GREAT BRITAIN

Payment Method Credit card

Contact

Product Number and Item description	Ordered Qty	Qty Back Order	Shipped Qty	Unit Price	Extended Price
65183062 CCSN,ALL,MLP,DRI01,EUW,001,N/A,1 MO DSP Line Tax Rate: 23 %	1		1	57.17	57.17

http://www.adobe.com/support/service/

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Delivery Charges	0.00
VAT	13.15
Total Incl. VAT	70.32
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Currency	GBP

Invoice

Adobe

Adobe Systems Software
Ireland Ltd
4-6 Riverwalk
Citywest Business Park
Dublin 24
Ireland

VAT No: IE6364992H

Invoice/Credit memo	Invoice
Invoice Number:	IEN2014003404567
Invoice Date:	18/09/2014
Billing Date:	18/09/2014
Customer Order Number:	AD002430146UK
Order Number	57401945
Customer	400004490

Bill To:
David Williams
4 Machrie Drive
HELENSBURGH
G84 9EJ
GREAT BRITAIN

Payment Method
Credit card

Contact

Product Number and item description	Ordered Qty	Qty Back Order	Shipped Qty	Unit Price	Extended Price
65183062 CCSN,ALL,MLP,DRI01,EUW,001,N/A,1 MO DSP Line Tax Rate: 23 %	1		1	57.17	57.17

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