

Report Name :

August Expenses (01/08/2025)

Employee

Employee Name :Michael Webb

Employee ID :7004765

Report Header

Policy :*Sky UK Expense Policy

Report Id :0C1913341E3D40A2BBE5

Report Date :08/08/2025

Approval Status :Submitted & Pending Approval

Currency :UK, Pound Sterling

Transaction Date	Expense Type	Business Purpose	Vendor	City of Purchase	Payment Type	Amount
26/08/2025	Airfare	Flights for IBC 2025 - September 10th-17th	KLM AIRLINE 0742981602936	Bedfont	Citibank T&E	£228.62
28/08/2025	Emergency Equipment	Additional Dell Mini PC for IBC 2025 - Awaiting Refund	BUYITDIRECT CO UK	Huddersfield	Citibank T&E	£496.92
27/08/2025	Emergency Equipment	IBC 2025 - Refund For Phone Holders Purchased 14/08/25	SP BUYTOFIX	London	Citibank T&E	£-286.84
		IBC Event				

26/08/2025	Emergency Equipment	2025 - Phone Display Holders, Tethers & Cases	AMAZON R48Z05XT4	London	Citibank T&E	£79.81
18/08/2025	Emergency Equipment	Uniform for IBC Event 2025	NEXT DIRECTORY	London	Citibank T&E	£110.00
18/08/2025	Emergency Equipment	IBC Event 2025 - Mini Desktop PC's	BUYITDIRECT CO UK	Huddersfield	Citibank T&E	£989.93
14/08/2025	Emergency Equipment	Tape for label printer	AMAZON RM9CF7XG4	London	Citibank T&E	£14.00
14/08/2025	Emergency Equipment	IBC Event 2025 - awaiting refund.	SP BUYTOFIX	London	Citibank T&E	£286.84
14/08/2025	Emergency Equipment	EU-UK adapter for Ubiquiti router - Guestlist visit VR049564900	WWW AMAZON RM8UA1X14	London	Citibank T&E	£4.50
06/08/2025	Emergency Equipment	IBC Event 2025	AMAZON RF8809O04	London	Citibank T&E	£72.14
25/08/2025	Hotel	Hotel stay for IBC 2025 Prep	Hilton London Heathrow	Hounslow	Citibank T&E	£426.10
26/08/2025	Lunch	Lunch following overnight stay for IBC Prep	TESCO STORES 2128	Hounslow	Citibank T&E	£3.85

Company Disbursements

Amount Due Employee : £0.00

Amount Due Company Card : £2,425.87

Total Paid By Company : £2,425.87

Employee Disbursements

Amount Due Company Card From Employee : £0.00

Total Paid By Employee : £0.00

Paid

Payment reference ID xCKT6u8DhKdLwNwFz6o
Sold by Amazon EU S.à r.l., UK Branch
VAT # GB727255821

Invoice date / Delivery date 07 August 2025
Invoice # GB65Z960YAEUJ
Total payable £36.08

MICHAEL WEBB
7 RYE WAY, KIRBY CROSS
FRINTON ON SEA, ESSEX, CO130FT
GB

For customer support visit www.amazon.co.uk/contact-us

Billing address Michael Webb 7 Rye Way, Kirby Cross Frinton on sea, Essex, CO130FT GB	Delivery address Michael Webb 7 Rye Way, Kirby Cross Frinton on sea, Essex, CO130FT GB	Sold by Amazon EU S.à r.l., UK Branch 1 Principal Place, Worship Street London, EC2A 2FA United Kingdom VAT # GB727255821
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Order information
Order date 06 August 2025
Order # 203-6795929-4987554

Description	Qty	Unit price (excl. VAT)	VAT rate	Unit price (incl. VAT)	Item subtotal (incl. VAT)
TP-Link TL-SG108S, 8 Port Gigabit Ethernet Network Switch, Ethernet Splitter, Hub, Desktop and Wall-Mounting, Sturdy Metal, Fanless, Plug and Play, Energy-Saving ASIN: B07HPSZLSM	2	£15.82	20%	£18.99	£37.98
Shipping Charges		£0.00		£0.00	£0.00
Promotions		-£1.58		-£1.90	-£1.90
Invoice total					£36.08
		VAT rate	Item subtotal (excl. VAT)	VAT subtotal	
		20%	£30.06	£6.02	
Total			£30.06	£6.02	

Paid

Payment reference ID xCKT6u8DhKdLwNwFz6o
Sold by YELLOW DOG LIMITED

Invoice date / Delivery date 07.08.2025
Invoice # DS-AEU-INV-GB-2025-421367109
Total payable £36.06

VAT declared by Amazon EU S.à r.l.
VAT # GB727255821

MICHAEL WEBB
7 RYE WAY, KIRBY CROSS
FRINTON ON SEA, ESSEX, CO130FT
GB

For customer support visit www.amazon.co.uk/contact-us

Billing address Michael Webb 7 Rye Way, Kirby Cross Frinton on sea, Essex, CO130FT GB	Delivery address Michael Webb 7 Rye Way, Kirby Cross Frinton on sea, Essex, CO130FT GB	Sold by YELLOW DOG LIMITED 50 U/I WANG FU BLDG 5-7 CHATHAM COURT TST KLN, HONG KONG, 999077 CN
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Order information
Order date 06.08.2025
Order # 203-6795929-4987554

Description	Qty	Unit price (excl. VAT)	VAT rate	Unit price (incl. VAT)	Item subtotal (incl. VAT)
TECKNET Mini Wireless Keyboard and Mouse Set, 2.4G Cordless USB Keyboard and Silent Mouse Comb with Nano USB Receiver, 12 Multimedia Shortcuts for Computer, PC, Laptop, Desktop, Android Smart TV B0BQZ9M9N	2	£15.82	20%	£18.98	£37.96
Shipping Charges		£0.00		£0.00	£0.00
Item subtotal					£37.96
Funded by Amazon					-£1.90
Total payable					£36.06
		VAT rate	Item subtotal (excl. VAT)	VAT subtotal	
		20%	£31.64	£6.32	
Total			£31.64	£6.32	

MICHAEL WEBB
7 RYE WAY, KIRBY CROSS
FRINTON ON SEA, ESSEX, CO130FT
GB

Paid

Payment reference ID 1hPrLxahfgXM2i13mFio
Sold by Gelder Trading Limited
VAT # GB474764452

Invoice date / Delivery date	15 August 2025
Invoice #	GB50043SMC8XLI
Total payable	£14.00

For customer support visit www.amazon.co.uk/contact-us

Billing address	Delivery address	Sold by
Michael Webb	Michael Webb	Gelder Trading Limited
7 Rye Way, Kirby Cross	7 Rye Way, Kirby Cross	Gelder Trading Limited
Frinton on sea, Essex, CO130FT	Frinton on sea, Essex, CO130FT	124 City Road London
GB	GB	LONDON, Greater London, EC1V 2NX
		GB
		VAT # GB474764452

Order information

Order date	14 August 2025
Order #	203-4529874-5733116

Invoice details

Description	Qty	Unit price (excl. VAT)	VAT rate	Unit price (incl. VAT)	Item subtotal (incl. VAT)
Brother P-touch TZE 641 Black on Yellow 18mm x 8m Tape Labels Ref TZE641 ASIN: B004YJLW6O	1	£11.67	20%	£14.00	£14.00
Shipping Charges		£0.00		£0.00	£0.00

Invoice total	£14.00
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VAT rate	Item subtotal (excl. VAT)	VAT subtotal
20%	£11.67	£2.33
Total	£11.67	£2.33

MICHAEL WEBB
7 RYE WAY, KIRBY CROSS
FRINTON ON SEA, ESSEX, CO130FT
GB

Paid

Payment reference ID 1116EmcRfuy28Nosyb75
Sold by Amazon EU S.à r.l., UK Branch
VAT # GB727255821

Invoice date / Delivery date	15 August 2025
Invoice #	GB566PT3ZAEUI
Total payable	£4.50

For customer support visit www.amazon.co.uk/contact-us

Billing address

Michael Webb
7 Rye Way, Kirby Cross
Frinton on sea, Essex, CO130FT
GB

Delivery address

Michael Webb
7 Rye Way, Kirby Cross
Frinton on sea, Essex, CO130FT
GB

Sold by

Amazon EU S.à r.l., UK Branch
1 Principal Place, Worship Street
London, EC2A 2FA
United Kingdom
VAT # GB727255821

Order information

Order date	14 August 2025
Order #	203-7526280-4029944

Invoice details

Description	Qty	Unit price (excl. VAT)	VAT rate	Unit price (incl. VAT)	Item subtotal (incl. VAT)
Double Dragon EU to UK Plug Adapter European 2-Pin to UK 3-Pin Travel Adapter Schuko & Europlug from France, Germany, Spain, Italy to UK Socket BS8546 Certified, 13A Fused – White (1 Pack) ASIN: B0DYGBN4FB	1	£3.75	20%	£4.50	£4.50
Shipping Charges		£0.00		£0.00	£0.00

Invoice total £4.50

VAT rate	Item subtotal (excl. VAT)	VAT subtotal
20%	£3.75	£0.75
Total	£3.75	£0.75

BILLING ADDRESS

Michael Webb
Michael Webb
7 Rye Way
Kirby Cross
Frinton-on-Sea
CO13 0FT

DELIVERY ADDRESS

Michael Webb
7 Rye Way
Kirby Cross
Frinton-on-Sea
CO13 0FT

Date: Monday 18th August 2025

Invoice Number: 124458189

Account Number: B8746714

Your Reference:

Sales: 0871 971 0081

Customer Service 03300 412 271

Manufacturer	Stock code	Description	Unit	Qty	Net	Inc Vat
Dell	82C8H	Dell OptiPlex 7020 MFF Intel Core i3-14100T 8GB RAM 512GB SSD Windows 11 Pro Desktop PC	£408.31	2	£816.62	£979.94
	SUR/CC	Payment by Credit Card	£0.00	1	£0.00	£0.00
	CAR/LD/D1	Next Working Day Delivery or Choose a Day	£8.33	1	£8.33	£9.99
					Sub-Total	£824.94
					VAT:	£164.99
					Total:	£989.93



SHIPPING ADDRESS

Michael Webb
Sky UK
Sky UK - Goods In
Harlequin Avenue
Isleworth
TW7 5QD
United Kingdom
Tel. 07825099783

CUSTOMER

Michael Webb
7
RYE WAY
KIRBY CROSS
CO13 0FT
United Kingdom
Tel. 07736044437

PAYMENT METHOD

Visa (0710)
Due on ()

SHIPPING METHOD

DPD/Royal Mail/Yanwen Express

ITEMS	PRICE	QTY	ITEM TOTAL
 <div>Multi-Port Security HUB + Mobile Phone Anti-theft Alarm Display Stand with Remote Control for Mobile Phones with Type-C / USB-C Port SKU: MDC0131</div>	£76.49	1	£76.49
 <div>Multi-Port Security HUB + Mobile Phone Anti-theft Alarm Display Stand with Remote Control for Mobile Phones with Type-C / USB-C Port SKU: MDC0131</div>	£76.49 £57.37	1	£57.37
 <div>Multi-Port Security HUB + Mobile Phone Anti-theft Alarm Display Stand with Remote Control for Mobile Phones with Type-C / USB-C Port SKU: MDC0131</div>	£76.49	2	£152.98

Discount <input type="checkbox"/> Buy 2 items, get 25% off <input type="checkbox"/> another!	-£19.12
Subtotal	£286.84
Shipping	£0.00
TOTAL (GBP)	£286.84
Total paid	£286.84

Thank you for shopping with us!

Order confirmation

Hi Michael

Thanks for shopping with us, we've received your order.

Here's your order details:

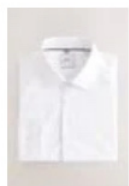
Where can I pick it up?

Clacton Waterglade
Next Unit 3,
Waterglade Retail Park,
Old Road,
Clacton On Sea,
Essex,
CO15 1HX

Delivery date and time:

Your item(s) will be ready for collection from 13:00 Tuesday 19th August .
Once arrived, we will send you a message to confirm.

For you:



Description	White Shirt
Item	AH5732
Size	15 1/2 r
Qty	1
Price	£26.00



Description	White Shirts 2 Pack
Item	N99112
Size	15 1/2 r
Qty	2
Price	£84.00

Delivery	£0.00
Total	£110.00

Payments:

You have kindly chosen to pay by the following method;

Visa Credit Card Payment (485738*****0710): -£110.00



Osterley Extra

Any questions please visit
www.tesco.com/store-locator
VAT Number: GB 220 4302 31

1	Tesco 100% Pure Orange Juice Smooth 330ml	£1.25
	Meal Deal	-£0.35
1	Tesco Chicken Salad Sandwich	£2.75
	Meal Deal	-£0.78
1	Cadbury Boost Duo Chocolate Bar 63g	£1.35
	Meal Deal	-£0.37

Subtotal:	£5.35
Savings:	-£1.50
Promotions:	-£1.50

TOTAL:	£3.85
Card	£3.85

Clubcard points earned:	3
Clubcard points balance:	372

Visa Credit
AID: A00000000031010
Number: *****0710
Pan sequence no: 1
Authorisation code: 576484
Merchant: ****4805



38IF-1JZE-K04J-CE2W

26/08/2025 14:25 Store: 2128 Checkout: 097

Missing Receipt Declaration - Emergency Equipment

Date of Expense: 27/08/2025
Vendor: SP BUYTOFIX
Amount: -286.84 GBP
City: London, Greater London
Business Reason: IBC 2025 - Refund For Phone Holders Purchased 14/-8/25

Acceptance: I certify that I lost my receipt/or it was not provided, and this is a valid business expense.

Michael Webb
31/08/2025
16:07 Greenwich Mean Time

MICHAEL WEBB
 7
 RYE WAY
 KIRBY CROSS -- CO130
 UNITED KINGDOM

Room Number 343 /K1D
 Arrival Date 25/08/2025 19:20:00
 Departure Date 27/08/2025 08:20:00
 Adult/Child 1/0
 Room Rate 132.05 GBP
 Rate Plan L-CCCTS0
 AL:
 Hilton Honors # 2157639010 SILVER
 VAT # 917 8760 84
 Folio No/Che 2302194 A

**** INFORMATION BILL ****

Confirmation Number: 3310350211

HILTON LONDON HEATHROW AIRPORT HOTEL 28/08/2025 10:10 AM

DATE	DESCRIPTION	ID	REF NO	GUEST CHARGES	CREDIT	BALANCE
25/08/2025	WPS CAR PARKING	ELIV	11216237	£66.00		
25/08/2025	OXBO BAR #653050	LINTR	11216313	£8.00		
25/08/2025	OXBO BAR #653057	LINTR	11216462	£16.00		
25/08/2025	ROOM AND BREAKFAST	ARPA	11216747	£132.05		
26/08/2025	OXBO BAR #11541879	LINTR	11217728	£72.00		
26/08/2025	ROOM AND BREAKFAST	ARPA	11217984	£132.05		
27/08/2025	VS *0710	NIYR	11218348			
	REF: 538878-4443703-2302194 ,					
	EntryMode: Contactless%20chip					
	Pref. Name: Visa Credit					
	AID: A0000000031010					
	APPROVED					
	Date & Time: 8/25/2025 6:19:40 PM					

BALANCE

£0.00

Guest Signature _____

Please debit my account by the amount indicated above.

Sep 10 - Sep 17, 2025 | CWT TRIP LOCATOR: 97HNQV

IN CASE YOU NEED ASSISTANCE

Traveler:
Michael Webb**Trip Locator:**
97HNQV**Service center:**
CWT
United Kingdom**Phone:**
(24/7) +44 203 353 0225**Email:**
sky_lon_uk@contactcwt.com**Fax:**
+44 207 481 4685

WED, SEP 10, 2025

KLM-ROYAL DUTCH AIRLINES KL 1002 **CONFIRMED**
E-Ticket: 0742981602936 | Booking Reference: 97HNQV

DEPARTURE

Wed, Sep 10 | 08:40
London Heathrow (LHR)
Terminal 4

ARRIVAL

Wed, Sep 10 | 11:00
Amsterdam Schiphol (AMS)**Seat:** 28F (Window)
Class: Economy/Coach (R)
Flight duration: 1h 20m (non-stop)**Free baggage allowance :** 1PC (Piece)
Aircraft: Airbus A321Neo**Meal available:** Snack Or Brunch
Operated by: KLM Royal Dutch Airlines Please allow sufficient time for check-in and security procedures
 95.95 KG CO2 for this flight

WED, SEP 17, 2025

KLM-ROYAL DUTCH AIRLINES KL 1009 **CONFIRMED**
E-Ticket: 0742981602936 | Booking Reference: 97HNQV

DEPARTURE

Wed, Sep 17 | 13:25
Amsterdam Schiphol (AMS)

ARRIVAL

Wed, Sep 17 | 13:50
London Heathrow (LHR)
Terminal 4**Seat:** 28D (Aisle)
Class: Economy/Coach (G)
Flight duration: 1h 25m (non-stop)**Free baggage allowance :** 1PC (Piece)
Aircraft: 295**Meal available:** Snack Or Brunch
Operated by: KLM Royal Dutch Airlines Please allow sufficient time for check-in and security procedures
 96.54 KG CO2 for this flight

Carbon Emissions Estimate

Your carbon footprint for this trip is: **192.49 KG CO₂**
(Our calculation is based on 3rd party methodology)

IMPORTANT INFORMATION

Please note a printed version of this document may be required by authorities to access check-in areas.

The information provided is correct at the time of sending.

CWT does not represent or warrant that travel to any international destination is advisable or without risk and is not liable for damages or losses that may occur from travel to such destinations. CWT urges travelers to review travel prohibitions, warnings, announcements, and advisories prior to booking travel to international destinations.

Traveler is responsible for ensuring compliance with all relevant foreign entry requirements and that any travel documents, such as passports and visas, are in order. When you receive your travel document, please verify it immediately. If you have any questions, contact your Service Center.

CHECK IN AND SECURITY INFORMATION

International travelers entering or leaving the U.K., and inbound international travelers to Canada and the U.S., who are carrying electronic or battery-powered devices – including mobile telephones, tablets, e-books, lanterns, etc. – may be required to turn on their device in front of security teams and/or demonstrate the item's

GENERAL INFORMATION

IMPORTANT SKY COMPANY INFORMATION

SKY INSURANCE PROVIDER RSA WORLDWIDE MEDICAL
AND SECURITY ASSISTANCE

POLICY NO: HOR/PA04260642P

HELPLINE NO 44 (0) 20 8763 4824

EMAIL: INTERNATIONAL.OPS@CAPITA.CO.UK

WEBSITE: [HTTPS://SKYINTRANET/HOW-TO-BUY/TRAVEL/TRAVEL SAFETY/](https://skyintranet/how-to-buy/travel/travel-safety/)

HOURS OF OPERATION ARE MONDAY-FRIDAY 0830-1800

PLEASE NOTE YOUR COMPANY WILL BE CHARGED AN ADDITIONAL

FEE FOR THE USE OF THE 24 HOUR SERVICE CENTRE

AFTER NORMAL BUSINESS HOURS

Simplify travel with the **myCWT app**.

Access your itinerary, check into your flight, get real time alerts on the go and more.

E-TICKETS AND FARE DETAILS

Ticket Number:
0742981602936**Traveler:**
MR MICHAEL WEBB**Base:**

108.00

Taxes:YQ 5.20, YR 2.50, GB 13.00, UB 23.32, CJ
19.30, RN 27.80, VV 25.50**IATA:**

91244016

Issued:

26 Aug 25

Total Ticket: 224.62

Airline surcharge: 4.00

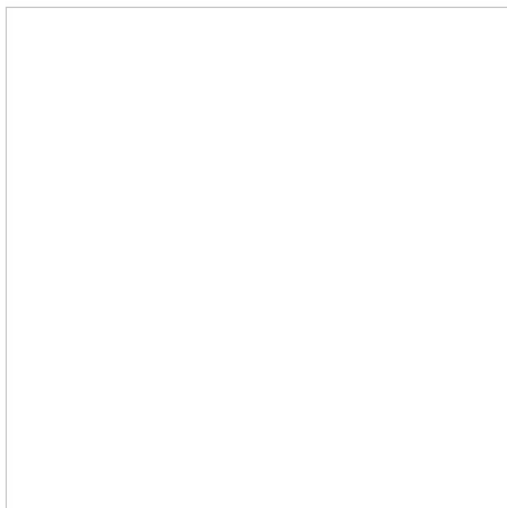
Total: 228.62

Order Status:

Order received

We'll give you a heads-up when your order status changes

Here's what you've ordered:



Dell OptiPlex 7020 MFF
Intel Core i3-14100T
8GB RAM 512GB SSD
Windows 11 Pro
Desktop PC

Item code: 82C8H

Quantity: 1 £489.96

<i>Sub total</i>	£489.97
<i>Delivery</i>	£6.95
<i>Total (ex VAT)</i>	£414.10
<i>Total (inc VAT)</i>	£496.92
