



## Expense Report

Report Name : July 25

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Employee Name :	Simon Wakelin	Cash Advance Utilized Amount : £0.00
Employee ID :	7006682	<b>Employee Disbursements</b>
Approval Status :	Not Submitted	Amount Due Company Card From Employee : £0.00
Currency :	UK, Pound Sterling	
Org Unit 2 - Controlling Area :	Controlling Area SKY	
Org Unit 3 - Purchasing Organisation :	UK Purchasing Org.	
Org Unit 4 - Company Code :	Sky In-Home Service Ltd	
Org Unit 5 - Cost Object Type :	Cost Center	
Custom 04 - Directorate :	CusGrp - Home Serv & Supp	

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## Expenses Requiring Receipts

Transaction Date	Expense Type	Business Purpose	Vendor	City of Purchase	Payment Type	Amount
24/07/2025	Breakfast	VIP team new vans	WELCOME BREAK OXFORD DT	Oxford	Citibank T&E	£5.55
24/07/2025	Breakfast	VIP team new vans	STARBUCKS ASHBY	Leicester	Citibank T&E	£4.40
24/07/2025	Breakfast	VIP team new vans	STARBUCKS ASHBY	Leicester	Citibank T&E	£6.20
24/07/2025	Dinner	VIP team new vans	MCDONALDS	Oxford	Citibank T&E	£26.16
		Sky			Citibank	

15/07/2025	Dinner	Business	PRET A MANGER	Crawley	T&E	£11.34
16/07/2025	Emergency Equipment	Sky Business	PREMIER FARNELL	Leeds	Citibank T&E	£24.62
29/07/2025	Entertainment - Staff	VIP admin	Village Hotels VBA SB	Basingstoke	Citibank T&E	£11.20
23/07/2025	Entertainment - Staff	VIP Events carnet	ZETTLE FIRMDALE VILLA	Brentford	Citibank T&E	£15.80
22/07/2025	Entertainment - Staff	VIP admin	PEASE POTTAge COSTA	London	Citibank T&E	£11.40
24/07/2025	Hotel	VIP team new vans	HILTON HOTEL LEICESTER	Leicester	Citibank T&E	£162.17
29/07/2025	Parking	VIP admin	CP PLUS LIMITED	Basingstoke	Citibank T&E	£10.20
28/07/2025	Parking	Sky Business	APCOA HAL SS T2	Middlesex	Citibank T&E	£33.60
25/07/2025	Parking	Sky Business	GATWICK DROP OFF	Crawley	Citibank T&E	£7.00
25/07/2025	Parking	Sky Business	GATWICK AIRPORT SS SOUTH	GATWICK	Citibank T&E	£50.00
23/07/2025	Parking	VIP team new vans	YOURPARKINGSPACE	Brentford	Citibank T&E	£7.20
15/07/2025	Parking	Sky Business	GATWICK AIRPORT SS SOUTH	GATWICK	Citibank T&E	£50.00
08/07/2025	Parking	Sky Business	GATWICK AIRPORT SS SOUTH	GATWICK	Citibank T&E	£50.00
18/07/2025	Professional Subscriptions/Dues	VIP Events	DISNEY PLUS	London	Citibank T&E	£4.99
08/07/2025	Tuition/Training Reimbursement	Sky Business	AIRDAT LTD	Canterbury	Citibank T&E	£60.00

Attach required receipts and file according to accounting instructions for your location.



LONDON GATWICK

GATWICK AIRPORT  
West Sussex RH6 0NP  
VAT N°: 974838854

Reject box notes  
DATE: 08/07/2025  
INVOICE NUMBER  
Y25T049N000000013256

TERMINAL NUM: 01-049  
OPERATION NUMBER: 126063  
collecting stay  
RUP - SSS  
08/07/25 07:57 01004

CREDIT CARD PAYMENT

Plate number:

Entry time  
08/07/2025 07:57:18  
Payment time  
08/07/2025 18:35:32

Amount :	£50.00
CRED. EMV:	£50.00
Base :	£41.67
VAT :	£8.33
TOTAL :	£50.00

VAT 20% INCLUDED  
Thank you for  
your visit

Starbucks Ashby-de-la-Zouch  
A511 Roundabout  
Leicestershire, LE65 1JP  
Store # 49279  
Phone: 01530 417 454  
VAT No: 273 5224 09

480 Charlotte  
Trans: 64272 WS#: 2

CHK 3725 Simon  
24 Jul'25 8:59 AM

**Cafe for Here**

1 VT Carm Macchiato	6.20
Starbucks Cup	
3 Sig Espresso	
NO Semi Skimmed	
ADD Skimmed	
1.03 20% VAT	6.20
Net Total:	£5.17
1.03 Tax	6.20
Net Total:	£5.17
Wet	£6.20
Payment	£6.20
<b>Change Due</b>	<b>£0.00</b>
Visa	£6.20
485738xxxxxx7300	

----- Check Closed -----  
24 Jul'25 8:59 AM

Store no: #49279  
Starbucks Ashby-de-la-Zouch, A511  
Roundabout  
Leicestershire, LE65 1JP

**BACKUP**

Gatwick, South Terminal  
Shop Number 189  
South Terminal International Departure  
Lounge  
Unit ACU06  
RH6 0NP

52231 Sushan B

WS#: 6

CHK 155944  
15 Jul'25 2:31 AM

2 TA Coke Bottle Diet @ 3.10	6.20
1 TA PP Ginger Beer	3.20
1 TA PP Grape Edf1	3.20
1 10% Discount	-1.26
Visa	£11.34
XXXXXXXXXXXX7300	
1.89 VAT 20%	11.34
Net Total:	£9.45
Cold Drinks	£12.60
Discount	-£1.26
Payment	£11.34
<b>Change Due</b>	<b>£0.00</b>

----- Check Closed -----  
15 Jul'25 2:32 AM

[www.pret.com](http://www.pret.com)  
TALK TO PRET  
We love to hear your feedback (the good  
the bad and the ugly).  
Pret A Manger (Europe) Ltd  
VAT No. 927137420

Starbucks Ashby-de-la-Zouch  
A511 Roundabout  
Leicestershire, LE65 1JP  
Store # 49279  
Phone: 01530 417 454  
VAT No: 273 5224 09

480 Charlotte  
Trans: 64287

WS#: 2

**CHK 3734** Simon  
24 Jul'25 9:34 AM

**Cafe for Here**

1 VT Americano 4.40

Starbucks Cup

4 Sig Espresso

ADD Ask Me

blk

0.73 20% VAT 4.40

Net Total: £3.67

0.73 Tax 4.40

Net Total: £3.67

Wet £4.40

Payment £4.40

**Change Due £0.00**

Visa £4.40

485738xxxxxx7300

----- Check Closed -----

24 Jul'25 9:34 AM

Store no: #49279  
Starbucks Ashby-de-la-Zouch, A511  
Roundabout  
Leicestershire, LE65 1JP

Starbucks Oxford M40 - Welcome Break DT  
Oxford Drive Thru, M40 Motorway,  
Junction 8a, Thame Road, Waterstock  
Oxon, OX33 1LJ  
Phone: 01865 419541  
Store No 27381  
VAT No GB685417211

778 Dryw

Trans: 20295

WS#: 1

**CHK 1829**

**Simon**

24 Jul' 25 16:29 PM

1 VT Carm1 Macchiato	5.50
Starbucks Cup	0.05
3 Sig Espresso	
NO Semi Skimmed	
ADD Skimmed	
0.93 20% VAT	5.55
Net Total:	£4.62
0.93 Tax	5.50
Net Total:	£4.57
Wet	£5.55
Payment	£5.55
<b>Change Due</b>	<b>£0.00</b>
Visa	£5.55
485738xxxxxx7300	

----- Check Closed -----  
24 Jul' 25 16:29 PM

Prices include VAT as applicable  
VAT No GB685417211

THANK YOU



9/24501531/055585402/084394  
T2 Overheight  
28/07/25 07:30 O/H Entry1

LB22WMG

28/07/25 11:32 11 VISA  
£33.60 VAT 20% 5.60

Terminal 2

V.A.T. No. 726 9410 24

Short Stay T2

Tax code GB726 9410 24  
POF OH 2 28/07/25 11:32  
Receipt 068140

Parking Ticket  
T2OH - No. 084394  
28/07/25 07:30  
28/07/25 11:32  
Period 0d4h3'  
(VAT) £33.60  
-----  
Gross total £33.60

Payment  
AID:A0000000031010  
Visa Credit  
\*\*\*\*\*7300 01  
ICC APPROVED  
PIN VERIFIED  
Auth Code:790827  
Ref:808B229A23  
MID:\*\*\*97463  
TID:\*\*\*\*0715 SALE  
Net total £28.00  
VAT 20% £5.60

7D4AFFC4

Starbucks Village Hotel Basingstoke  
Basing View  
Basingstoke RG21 4EQ  
Phone:  
Store No: 59173  
VAT No: 198992520

181 Ebony  
Trans: 39453 WS#: 1

CHK 2833 Simon

29 Jul' 25 12:00 PM

Welcome to more

For Here

1 GR Carmi Macchiato 5.25

Starbucks Cup

2 Sig Espresso

NO Semi Skimmed

ADD Skimmed

1 GR Melon Pearls Starbucks

Refresha 5.95

1.87 20% VAT 11.20

Net Total: £9.33

1.87 Tax 11.20

Net Total: £9.33

Wet £11.20

Payment £11.20

Change Due £0.00

Welcome to more

XXXXXXXXXXXX7300

----- Check Closed -----

29 Jul' 25 12:01 PM

Prices include VAT as applicable

VAT No: 198992520

Co. Registration No. 418878

Book Direct at [www.village-hotels.co.uk](http://www.village-hotels.co.uk)

THANK YOU

VILLAGE  
hotels

Welcome to more



## TAX RECEIPT

AIRSIDE DATA & TRAINING LTD  
19 Cherry Garden Road  
Canterbury  
Kent  
CT2 8EL

+44 (0) 1227200066  
[accounts@airdat.org](mailto:accounts@airdat.org)  
VAT Registration No: 881196009

### Simon Wakelin

Sky Plc  
Sky Plc  
Grant way  
Isleworth  
London  
Middlesex  
TW7 5qd  
United Kingdom

**Reference #** 199283

**Pay Date** July 8, 2025

Card ending in 7300

Description	Amount £
Simon Wakelin [AIRD43306] Online ESR Instructed Person (08 Jul 2025)	50.00
<b>Total Net Amount</b>	50.00
<b>VAT</b>	10.00
<b>Invoice Total</b>	60.00

# Sales Invoice

**CPC**

Component House  
PR2 9PP, Preston



cpc.farnell.com

## Contact-us

Please email your remittance advice to:  
[cpc-cashteam@cpc.co.uk](mailto:cpc-cashteam@cpc.co.uk)

Invoice Number	5970595
Invoice Date	16 JUL 2025
Order Date	16 JUL 2025
Despatch Date	16 JUL 2025
Account No	CSH1841349
Despatch No	004370652
Page No	1/1
Tracking No	

**Invoice Address**  
S WAKELIN  
1 AUSTEN CLOSE  
EAST GRINSTEAD  
RH19 1RZ

**Delivery Address**  
SIMON WAKELIN  
S WAKELIN  
1 AUSTEN CLOSE  
EAST GRINSTEAD  
RH19 1RZ

Customer Order No: 16/07/25 10.17 AM				Customer VAT Number:			
Line	Order Code/Description	Unit	Quantity	List Price	Net Price	Vat Rate	Amount
1	CB25738 TIETAG110W IDENTIFICATION TAG WRITABLE 75MM WHITE	PK	1	17.2000	17.2000	20.00	17.20
	HANDLING CHARGE					20.00	3.32
	ORDER PLACED BY SIMON WAKELIN *** PAID BY CREDIT/DEBIT CARD *** Authorisation Code: 890643						
<b>Very Important</b> Title to the goods specific to this invoice remains with CPC until such time as full settlement is received. Please refer to <a href="https://cpc.farnell.com/terms-of-purchase">https://cpc.farnell.com/terms-of-purchase</a> for our full terms of purchase.		Vat Rate	Goods	Vat	P&P Charge Invoice Subtotal Vat Invoice Total		
		20.00	20.52	4.10	20.52 4.10 GBP 24.62		
Payment Due By: 16 JUL 2025		Payment Terms: PAID WITH THANKS			Please Quote With Payment: CSH18413495970595		

A Division of Premier Farnell UK Limited  
Registered in England No. 860093  
Registered Office: 150 Armley Road, Leeds, LS12 2QQ  
For details of WEEE and battery registrations please  
see [cpc.farnell.com](http://cpc.farnell.com)  
Vat Reg No: GB169680322

<b>Bank information</b> HSBC ACCOUNT NO: 41392514 SORT CODE: 40-02-50 IBAN : GB17MIDL40025041392514 BICSWIFTCode : MIDLGB22
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**Wakelin, Simon (VIP Engineer)**

**From:** Gatwick Dropoff <noreply@gatwickairport.com>  
**Sent**: 25 July 2025 22:06  
**To:** Wakelin, Simon (VIP Engineer)  
**Subject:** [EXTERNAL] Parking Transaction Receipt

Thank you for using Gatwick Airport - Dropoff South!

Here is the receipt for your drop off session.

**Receipt**

**Order ID:** 60315022

**Date:** Fri 25 Jul 2025 - 21:05

Terminal	Vehicle Registration	Entry Date/Time	Exit Date/Time	Price
Gatwick Drop Off	LB22WMG	Fri 25 Jul 2025 - 07:56	Fri 25 Jul 2025 - 07:57	£7.00
				Amount £5.83
				VAT (20 %) £1.17
				Total (incl. transaction fee) £7.00

Best Regards,  
Gatwick Airport - Dropoff  
South

<b>Address</b> Gatwick Airport - Dropoff South Perimeter Rd E, Horley United Kingdom	<b>VAT Registration Number</b> 239 0546 59	<b>Webpage</b> <a href="https://www.gatwickairport.com/parking/">https://www.gatwickairport.com/parking/</a>
	National Car Parks (EUK) Ltd.	<b>Email</b> noreply@gatwickairport.com

This email is from an external source. Please do not open attachments or click links from an unknown or suspicious origin. Phishing attempts can be reported by using the report message button in Outlook or sending them as an attachment to phishing@sky.uk. Thank you

**Wakelin, Simon (VIP Engineer)**

**From:** Firmdale Village Coffee Shop <no-reply@zettle.com>  
**Sent:** 23 July 2025 11:38  
**To:** Wakelin, Simon (MP Engineer)  
**Subject:** [EXTERNAL] Receipt from Firmdale Village Coffee Shop £15.80

Receipt #20540

23 July 2025 11:38



**Firmdale Village Coffee Shop**

[www.firmdalehotels.com](http://www.firmdalehotels.com)

Latte 12oz	£9.00
3 x 3.00	
Flavoured Shot Caramel	£0.30
Banana Choc Chip Loaf Cake	£2.50
Oatmeal Raisin Cookie	£1.50
Lemon & Poppy Muffin	£2.50

**Total: £15.80**

**Total VAT: £1.97**

VAT (0%): £0.00

VAT (20%): £1.97

PURCHASE

# Invoice

#a4bf636d4d77adef0327bb658d608eda



18 July 2025

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**Disney+ Standard With Ads (Monthly)** £4.99

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**Taxes** £0.83

VAT - 20.00% £0.83

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**Subtotal** £4.16

**Tax Total** £0.83

**Order Total** £4.99

s) VISA \*\*7300

SIMON WAKELIN

Room Number	130 /D1
Arrival Date	23/07/2025 17:48:00
Departure Date	24/07/2025 12:13:00
Adult/Child	1/0
Room Rate	130.92 GBP
Rate Plan	L-C3F
AL:	
Honors #	1871180665 GOLD
VAT #	386 4553 59
Folio No/Che	740963 A
Tax Date	24/07/2025

COPY OF VAT INVOICE:1951220

Confirmation Number: 3303267999

HILTON LEICESTER 24/07/2025 12:12:59

DATE	DESCRIPTION	ID	REF NO	GUEST CHARGES	CREDIT	BALANCE
23/07/2025	FLAVOURS #2843955	LINTR	4962447	£25.00		
23/07/2025	COURT #2816203	LINTR	4962465	£6.25		
23/07/2025	GUEST ROOM	SHHA	4962536	£130.92		
24/07/2025	VS *7300	BDESAI17	4962921		-£162.17	
				BALANCE		£0.00

#### TAX SUMMARY

Taxable Amount (excl VAT)	£135.14
Zero Rated Amount	£0.00
VAT AT 20%	£27.03
Non Taxable Amount	£0.00
Total Amount Payable	£162.17

Guest Signature \_\_\_\_\_

Please debit my account by the amount indicated above.

#### CREDIT CARD DETAIL

APPR CODE	801027	MERCHANT ID	4710513
CARD NUMBER	VS *7300	EXP DATE	01/28
TRANSACTION ID	4962921	TRANS TYPE	Sale



## VAT Receipt

The VAT number for this purchase is 589785353

Date of Issue:	29/07/25 12:32
Issued to:	-
Account Number:	447775027920
Purchase date:	29/07/25
Vehicle:	LB22WMG
Location:	Village Hotel Basingstoke, Basingstoke
Start date:	29/07/25 12:31 PM
End date:	30/07/25 12:31 PM
Reference :	79905080
Cost:	£8.50
VAT Rate:	20.00%
VAT Net:	£1.70
Total:	£10.20

All amounts in : £

Tax point as per receipt date



**LONDON GATWICK**  
GATWICK AIRPORT  
West Sussex RH6 0NP  
VAT No: 974838854

Reject box notes  
DATE: 15/07/2025  
INVOICE NUMBER  
Y25T049N000000013753

TERMINAL NUM: 01-049  
OPERATION NUMBER: 126699  
collecting stay  
RUP - SSS  
14/07/25 19:45 01004

CREDIT CARD PAYMENT

Plate number: LB22WMG

Entry time  
14/07/2025 19:45:16  
Payment time  
15/07/2025 04:03:48

Amount :	£50.00
CRED. EMV:	£50.00
Base :	£41.67
VAT :	£8.33
TOTAL :	£50.00

VAT 20% INCLUDED  
Thank you for  
your visit

# LOCATOR 142

Tell us how we did  
and get a delicious deal on your next  
visit (offer valid for age 16+).  
Go to [www.mcdfoodforthoughts.com](http://www.mcdfoodforthoughts.com)  
and enter this 12 digit code:

7CHW-FKZY-CFBG

\*Offer T&Cs apply:  
<http://mc-ds.uk/fft-tos>

Thank you for eating at  
McDonald's  
Lountside  
Ashby De La Zouch  
LE65 1JP

Phone: 01530 417360  
E-mail: [01259@uk.mcd.com](mailto:01259@uk.mcd.com)

## TAX INVOICE

REG 21 Date: 24-07-2025 Time: 13:26:26  
Store 1259

1 Lrg EVM Big Arch	10.79
NO Pickles	
1 Lrg EVM Big Arch	10.79
1 Cheese Sides	3.09
1 Mayo Chicken	1.49
2 Lrg Fries	0.00
1 Lrg Zero Coke	0.00
1 Lrg Dasis Zero	0.00
1 - 25ml Sweet Chilli Dip	0.00
IN Total (incl VAT)	26.16

A0000000031010

Visa Credit

485738XXXXXX7300

PAN SEQ: 01

24/07/2025 13:25:51

323503 11125921

SALE

CONTACTLESS

Total: GBP26.16

NO CARDHOLDER VERIFICATION

AUTH CODE: 223256

MID: \*\*04391

VAT Number 785675566

TAX%	AMOUNT	TAX
INCL. TAX: 20.00%	26.16	4.36

McLean Restaurants Ltd

A franchisee of McDonald's

Restaurants Limited

E-mail: [01259@uk.mcd.com](mailto:01259@uk.mcd.com)

Allergen and ingredient information

is available on the McDonald's

website: [www.mcdonalds.co.uk/nutrition](http://www.mcdonalds.co.uk/nutrition)

# Costa

Costa Coffee

100% Hand Crafted 1/4 Costa Coffee

Order No: 6837

07/07/2025 14:47 RECEIPT:681722  
15/07/2025 14:47

	RATE	VAT*
Coffee LRG 74	£5.00	
- Caramel Syrup 74	£0.70	
Coffee LRG 74	£5.00	
- Caramel Syrup 74	£0.70	
<b>Total</b>	<b>£10.40</b>	

Items 2 Chai Tea £5.00

RATE	GOODS	VAT*
0.00%	5.70	0.00
20.00%	4.75	0.95

You were served by: cerase12

Card No.: 6837309061520851026x

Beans 3/Fat

Beans 2/Fat

£10.40 - Balance £0.00

Thank you for using your Costa Card

11 Brighton Road, Sawley, R411 9WA

Please visit us again for your next coffee

OPENING HOURS: MON-SUN: 24hrs

Telephone: 0105 7910324

Please rate your visit

www.costacoffee.co.uk

SEE MESSAGE FOR THIS

15:54 05:20

83%

< +441685732132

This message is from an unsaved number. Beware of  
smishing and phishing.

Block number

Wednesday, 23 July

Booking ID: [Z1729397](#)  
VRN: LB22WMG  
Arrival: 23-07-2025 17:44  
Departure: 24-07-2025 09:30  
Booking Cost: £7.00  
Booking receipt SMS: £0.20  
Total Cost: £7.20

17:45



# Missing Receipt Declaration - Parking

Date of Expense: 25/07/2025  
Vendor: GATWICK AIRPORT SS SOUTH  
Amount: 50.00 GBP  
City: GATWICK, UNITED KINGDOM  
Business Reason: VIP admin

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

Simon Wakelin

08/08/2025

15:08 Greenwich Mean Time