Halcyon Analytics Ltd
FINANCE SHARED SERVICES

EXPENSE REPORT

Claim **EXP-2026-0847** · submitted 31 July 2026
Expense period 1 – 30 July 2026

PENDING APPROVAL

EMPLOYEE	EMPLOYEE ID	DEPARTMENT	COST CENTRE	CURRENCY
Daniel Okonkwo	**HA-2291**	**Client Solutions**	**CS-4400**	**EUR (€)**

ITEMISED EXPENSES

DATE	DESCRIPTION & MERCHANT	PROJECT	RECEIPT	NET	TAX	TOTAL
AIR & RAIL TRAVEL						**€1,284.60**
06 Jul 2026	Return flight Dublin → Munich Aerlink Airways — Economy, booked 21 days ahead	MER-Onboard	ATTACHED	412.00	0.00	412.00
06 Jul 2026	Airport rail transfer MVV Munich	MER-Onboard	ATTACHED	11.90	1.31	13.21
20 Jul 2026	Return rail Dublin → Belfast Enterprise Rail — Off-peak flexible	NW-Discovery	ATTACHED	68.00	0.00	68.00
27 Jul 2026	Return flight Dublin → Amsterdam Aerlink Airways — Rescheduled from 24 Jul at no charge	ORC-Rollout	ATTACHED	791.39	0.00	791.39
Subtotal — Air & rail travel (4 items)						**€1,284.60**
ACCOMMODATION						**€1,062.45**
06–09 Jul 2026	Hotel — 3 nights, Munich Hotel Lindenhof — €148/night, within policy cap of €165	MER-Onboard	ATTACHED	406.60	37.40	444.00
20–21 Jul 2026	Hotel — 1 night, Belfast The Linen Quarter	NW-Discovery	ATTACHED	119.17	23.83	143.00
27–30 Jul 2026	Serviced apartment — 3 nights, Amsterdam Keizer Suites — Cheaper than nearest hotel option	ORC-Rollout	ATTACHED	435.83	39.62	475.45
Subtotal — Accommodation (3 items)						**€1,062.45**
MEALS & SUBSISTENCE						**€318.94**
07 Jul 2026	Client dinner — 4 attendees Restaurant Zeitgeist — Meridian Group: K. Brandt, S. Hoffmann	MER-Onboard	ATTACHED	104.20	7.29	111.49
08 Jul 2026	Per-diem meals — Munich Per-diem allowance — 2 days at €38.50	MER-Onboard	N/A	77.00	0.00	77.00
20 Jul 2026	Working lunch — 3 attendees Harbour Deli	NW-Discovery	ATTACHED	41.30	8.26	49.56

DATE	DESCRIPTION & MERCHANT	PROJECT	RECEIPT	NET	TAX	TOTAL
28 Jul 2026	Per-diem meals — Amsterdam Per-diem allowance — 2 days at €33.00	ORC-Rollout	N/A	66.00	0.00	66.00
29 Jul 2026	Breakfast — airport Schiphol Café Noord — Receipt lost; claimed at cost	ORC-Rollout	MISSING	13.16	1.73	14.89
Subtotal — Meals & subsistence (5 items)						**€318.94**
GROUND TRANSPORT						**€196.72**
07 Jul 2026	Taxi — hotel to client site (return) Isar Taxi	MER-Onboard	ATTACHED	48.74	3.41	52.15
20 Jul 2026	Personal car mileage — 84 km Mileage at €0.45/km — Home to Connolly Station and return	NW-Discovery	N/A	37.80	0.00	37.80
24 Jul 2026	Airport parking — 4 days Dublin Airport Long Stay	ORC-Rollout	ATTACHED	58.54	13.46	72.00
29 Jul 2026	Tram and metro fares — Amsterdam GVB Amsterdam — 5 journeys	ORC-Rollout	ATTACHED	28.74	6.03	34.77
Subtotal — Ground transport (4 items)						**€196.72**
OTHER BUSINESS COSTS						**€231.29**
10 Jul 2026	Data-protection workshop fee Institute of Analytics — Approved by L. Byrne on 02 Jul	Internal — L&D	ATTACHED	145.00	0.00	145.00
18 Jul 2026	Roaming data bundle — 10 GB Vantage Mobile	ORC-Rollout	ATTACHED	24.39	5.61	30.00
28 Jul 2026	Printing of workshop materials Copyhaus Amsterdam — 42 booklets	ORC-Rollout	ATTACHED	46.11	10.18	56.29
Subtotal — Other business costs (3 items)						**€231.29**

RECEIPTS CHECKLIST

- [ ] Aerlink Airways — booking XT4419 — €412.00
  Flight Dublin → Munich, 06 Jul
- [ ] Hotel Lindenhof — folio 8842 — €444.00
  3 nights, checked out 09 Jul
- [ ] Restaurant Zeitgeist — client dinner — €111.49
  Attendee list on reverse
- [ ] Enterprise Rail — e-ticket — €68.00
  Dublin ⇄ Belfast, 20 Jul
- [ ] The Linen Quarter — folio 1194 — €143.00
  1 night, 21 Jul
- [ ] Institute of Analytics — invoice 20-7714 — €145.00
  Workshop fee, prior approval attached
- [ ] Aerlink Airways — booking XT9903 — €791.39
  Flight Dublin → Amsterdam, 27 Jul
- [ ] Keizer Suites — folio 55210 — €475.45
  3 nights, checked out 30 Jul
- [ ] Copyhaus Amsterdam — receipt 3391 — €56.29
  Workshop printing, 28 Jul
- [ ] Schiphol Café Noord — €14.89
  Receipt lost — missing-receipt form attached

Net expenses	**€2,905.87**
Recoverable VAT	**€188.13**
Gross claimed	**€3,094.00**
Less cash advance ADV-2026-0331	**−€500.00**
Less non-reimbursable	**−€48.35**
DUE TO EMPLOYEE	**€2,545.65**

REIMBURSEMENT DETAILS

Method	**SEPA credit transfer**
Account	**IE•• BOFI •••• •••• 7734**
Expected run	**07 August 2026**
Posting code	**6100 · Travel & entertainment**

Declaration. I confirm that the expenses listed above were incurred wholly and necessarily in the performance of my duties, that no part of this claim has been or will be reclaimed elsewhere, and that receipts are attached for every item over €25 as required by policy **FIN-04**.

CLAIMANT
Daniel Okonkwo
Senior Solutions Consultant · 31 Jul 2026

LINE MANAGER APPROVAL
Lena Byrne
Director, Client Solutions

FINANCE AUTHORISATION
Priya Raghavan
Financial Controller