







**CAYMAN ISLANDS GOVERNMENT
CREDIT CARD EXPENSE CLAIM FORM**

PERSONAL INFO	Name:		Kenneth Jefferson			
	Title		Financial Secretary & Chief Officer Ministry of Finance & Economic Development			
	Destination or Purchase:		Binding Machine for the Treasury Department Payment on Credit Card			
	Purpose:		To bind budget documents			
	Travel or Purchase Date:		Credit Card Statement Date – Nov 2017			
	Travel or Purchase Date:					
DETAILS OF TRANSACTIONS	Date (DD/MM/YY)	Supplier and Description of Transaction	Foreign Amount	Exchange Rate	CI\$ Equivalent	Type of Expense
	5 Oct 2017	Acco Brands USA	US\$ 3,294.00	.84	2,766.96	CC
	25 Oct 2017	Payment	US\$ -1,384.49	.84	-1,162.97	CC
	25 Oct 2017	Payment	US\$ -119.90	.84	-100.72	CC
	TOTAL					
DECLARATION	All transactions listed relate to expenditure incurred in the course of Government Business and is in accordance with the terms and conditions of use of the card.					
	Name of Cardholder: Kenneth Jefferson Cardholder Signature:  Date: 1 October 2018					
OFFICIAL USE ONLY	I have reviewed the above for accuracy and completeness.					
	Anne Owens, SFS Name		 Signature		1 October 2018 Date	
Approved By:						
Anne Owens, SFS Name		 Signature		 Date		