







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

<b>PERSONAL INFO</b>	Name:		Kenneth Jefferson			
	Title		Financial Secretary & Chief Officer Ministry of Finance & Economic Development			
	Destination or Purchase:		Online Language Primer – Basics of Grammar, Punctuation and Word Use – Training for the Personal Assistant to the Financial Secretary and Chief Officer			
	Purpose:					
	Travel or Purchase Date:		Credit Card Statement Date – Aug 2017			
<b>DETAILS OF TRANSACTIONS</b>	Date (DD/MMM/YY)	Supplier and Description of Transaction	Foreign Amount	Exchange Rate	CI\$ Equivalent	Type of Expense
	21 Jul 2017	The Poynter Institute	US\$ 19.95	.84	16.76	CC
	<b>TOTAL</b>					
<b>DECLARATION</b>	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					
<b>OFFICIAL USE ONLY</b>	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		