

SENIOR STAFF EXPENSES Quarter 3 2016-17 (February, March and April 2017)

Name Professor Anthony Forster
Position Vice-Chancellor

Date incurred (DD Month)	Amount £ (see note 1 below)	Expense Type (see note 2 below)	Reason for expenditure (see note 3 below)
22-Feb	£320.00	Accommodation	One night bed & breakfast, Tokyo
23-Feb	£422.00	Accommodation	Two nights bed & breakfast, Osaka
25 Feb-2 Mar	£1,600.00	Accommodation	Seven nights bed & breakfast, Tokyo
21 Feb & 2 Mar	£2,887.57	Flights	Heathrow to Tokyo return *
23-Feb	£1.49	Accommodation	Tax *
25-Feb	£4.31	Subsistence	Laundry service, Osaka *
02-Mar	£20.53	Accommodation	Tax *
16-Mar	£129.99	Flights	Stansted to Madrid & Madrid to Gatwick *
16-Mar	£21.70	Flights	Seat Reservation *
16-Mar	£22.00	Flights	Baggage Allowance *
16-Mar	£122.13	Accommodation	One night bed & breakfast, Madrid *
17-Mar	£22.20	Flights	Seat Reservation *
17-Mar	£6.45	Subsistence	Sandwich at Gatwick Airport *
24-Mar	£20.00	Oyster card	Top-up *
29-Mar	£55.44	Train fare	Attended various meetings in London *
12-Apr	£41.45	Entertainment	Lunch with Graham Towl *
18-Apr	£46.20	Entertainment	Lunch with David Boyle *
19-Apr	£31.14	Train fare	Alumni dinner in London *

* not out of pocket