

## SENIOR STAFF EXPENSES Quarter 1 2015-16 (Aug, Sep, Oct 2015)

Roger Hawkins

Executive Dean - Faculty of Social Sciences

Date incurred	Amount £	Expense Type	Reason for expenditure
08-Oct	26.3	Train Fare	Essex business school meeting & interviews in Southend
09-Oct	26.3	Train Fare	Induction meeting in Southend campus
15-Oct	52.3	Train Fare	Induction meeting at Loughton campus

### Notes

Expenses should include out of pocket expenses, i.e. where a member of the senior team pays for an item and claims the money back. Items paid for with corporate credit cards should also be included (please identify with \* and add a foot note 'not out-of-pocket'). Travel, accommodation and other items booked and paid for on behalf of members of the senior team should be included and similarly identified as 'not out of pocket'.

① - amount in £ sterling (or specify other currency)

② - expense type - train fare, taxi fare, mileage (includes parking), subsistence, accommodation, flights. Expense type 'entertainment' should be used when expenditure was buying lunch for others

③ - reason - brief description, including name/location of event