

SENIOR STAFF EXPENSES 2022-23 (August 2022 - July 2023)

Name 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)
14.09.22	£9.90	Subsistence	Breakfast in Kings Cross Station before boarding Eurostar to Brussels*
14.09.22	£350.00	Eurostar Travel	Return Standard Premier Eurostar train ticket from London St Pancras to Gare du Midi Station Brussels*
14.09.22	£353.08	Accommodation	Best Western Plus Park Hotel, 4 star rating, Brussels, Standard Room (2 nights)*
14.09.22	£15.87	Taxi	Taxi from Gare du Midi to Maastricht University, Brussels Campus*
14.09.22	£7.35	Hotel Tax	City tax paid at Hotel*
16.09.22	£14.15	Taxi	Taxi from Maastricht University, Brussels Campus to Gare du Midi for two people*
			Return flights from London Heathrow to Bangkok and from Kuala Lumpur to Heathrow Business Class -
23.9.22	£4,630.96	Flights	Advanced Insitutional Visit South East Asia*
24.09.22	£383.19	Accommodation	Carlton Hotel Bangkok 5 star rating (3 nights) - Advanced Institutional Visit to South East Asia*
24.09.22	£79.53	Taxi	Transfer for two passengers from Bangkok Airport to Carlton Hotel Bangkok*
27.09.22	£253.10	Flights	Flight from Bangkok to Kula Lumpur Business Class - Advanced Institutional Visit to South East Asia*
27.09.22	£245.99	Accommodation	Traders Hotel Kuala Lumpur 5 star rating (2 nights) - Advanced Institutional Visit to South East Asia*
27.09.22	£12.21	Subsistence	Room service ordered as hotel restaurant was closed at time of arrival from Bangkok to Kuala Lumpur*
29.09.22	£439.80	Flights	Flight from Kuala Lumpur to Brunei Business Class - Advanced Institutional Visit to South East Asia*
29.09.22	£93.76	Accommodation	Radisson Hotel Brunei, Darussalam 4 star rating (1 night) - Advanced Institutional Visit to South East Asia*
30.09.22	£119.06	Accommodation	Traders Hotel Kuala Lumpur 5 star rating (1 night) - Advanced Institutional Visit to South East Asia*
30.09.22	£142.05	Flights	Flight from Brunei to Kuala Lumpur standard classs - Advanced Institutional Visit to South East Asia*
			Dinner at the Osteria Dell Angelo, bill split between University of Essex and a partner, for 17 attendees of
01.11.22	£500.00	Subsistence	the Policy Perspective Network meeting with Matt Western MP*
15.11.22	£30.50	Train	Train travel single fare from London to Colchester after attending JISC Board meeting*
05.01.23	£124.62	Visa	Payment for VISA for Advanced Institutional Visit to Pakistan from 26 Feb 2023 to 5 March 2023*
			Payment for VISA for Advanced Institutional Visit to Pakistan for David O'Mahoney from 26 Feb 2023 to 5
06.01.23	£124.62	Visa	March 2023*
			Payment for VISA for Advanced Institutional Visit to Pakistan for Annecy Lax from 26 Feb 2023 to 5 March
10.1.23	£123.34	Visa	2023*
			Return flights from London Stansted to Zagreb International Airport Economy Class to attend YUFE
15.02.23	£378.98	Flights	Townhall 2023*
15.02.23	£183.02	Accommodation	Hotel Continenetal, Rijeka 3 star rating (2nights) Bed and breakfast to attend YUFE Townhall 2023*
15.02.23	£10.00	Subsistence	Lunch on Ryanir outgoing flight*
15.02.23	£2.57	Tax	City Tax paid at Hotel Continental Rijeka*
17.02.23	£10.31	Subsistence	Breakfast at Zagreb International Airport with the President of Maastricht University*
			Return flights from London Heathrow to Islamabad Airport Business Class - Advanced Institutional Visit
26.02.23	£2,712.13	Flights	and offshore graduation Pakistan*
			Serena Hotel, Islamabad Executive Room (6 nights) 5 star rating - booked in line with local security
27.02.23	£718.30	Accommodation	protocols for Islamabad - Advanced Institutional Visit and offshore graduation Pakistan*
			Taxi booked to take 2 passengers from Wivenhoe to Heathrow Airport and collect on return journey on 5
26.02.23	£336.00	Taxi	March. Advanced Institutional Visit and offshore graduation Pakistan*
			Return train ticket Economy from Colchester Station to Liverpool Street Station to attend the University's
09.03.23	£31.50	Train	Future of Work and Wellbeing Event at the Barbican Centre*
09.03.23	£25.20	Taxi	Taxi from Lake House to Colchester Station and return.*
11.4.23	£39.80	Lunch	Business Lunch in Wivenhoe House Hotel with George Kieffer - Freeport East*
11.4.23	£94.00	Dinner	Business Dinner in Norwich with Dr Sarah Parry.*
			Return Flights from London Heathrow to Bejing and from Hong Kong to London Business Class - Advanced
03.06.23	£6,090.71	Flights	Institutional Visit China*
04.06.23	£302.68	Hotel	Westin Hotel Bejing single room (2 nights) 5 star rating. Advanced Institutional Visit China*
			Luggage was lost by the airline and essential items were bought until lugguage was retrieved two days
04.06.23	£20.18		later*
06.06.23	£84.96	Hotel	Crowne Plaza Xi'an Standard room (2 nights) 4 star rating. Advanced Institutional Visit China*
06.06.23	£20.27	Subsistence	Breakfast purchased for one day at the Westin Hotel Bejing*
08.06.23	£305.60	Hotel	Eaton Hong Kong standard room (1 night) 4 star rating. Advanced Institutional Visit China.*

*not out of pocket expenses