

SENIOR STAFF EXPENSES Quarter 4 2014-15 (Aug, Sep, Oct 2015)

Name Andrew Keeble
Job title Director Finance

Date incurred (DD Month)	Amount £ (see note 1 below)	Expense Type (see note 2 below)	Reason for expenditure (see note 3 below)
09/10/2015	129.28*	Subsistence	Meadows Phase 2 Meeting London (5 people)
09/10/2015	58.7*	Train travel (Key Travel)	Meadows Phase 2 Meeting London
09/10/2015	7.60*	Dash Car Parking at Station	Meadows Phase 2 Meeting London
05/11/2015	11.00*	Southend Car Parking	Senior Staff Conference
06/11/2015	4.49*	Hospitality	Catch up with Head of Procurement

*Note - Not out of pocket (Credit card)

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