<table>
<thead>
<tr>
<th>Date</th>
<th>Method</th>
<th>Text</th>
<th>Amount</th>
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<tbody>
<tr>
<td>15/11/18</td>
<td>UK travel</td>
<td>Reading to London Paddington (to sign the Governments Emissions Reduction Pledge 18.10.18)</td>
<td>£24.40</td>
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<tr>
<td>15/11/18</td>
<td>UK travel</td>
<td>London Paddington to Reading (to sign the Governments Emissions Reduction Pledge 18.10.18)</td>
<td>£13.35</td>
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<tr>
<td>23/11/18</td>
<td>Business entertaining</td>
<td>ICAMW Lunch (23.11.18)</td>
<td>£28.33</td>
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<tr>
<td>31/01/19</td>
<td>Business entertaining</td>
<td>Cedars Hotel (Street Support Nightime Visit 16/01/2019)</td>
<td>£73.95</td>
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<tr>
<td>16/01/19</td>
<td>UK travel</td>
<td>Reading to London Paddington (UIUK Members Meeting 07.12.18)</td>
<td>£24.40</td>
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<tr>
<td>16/01/19</td>
<td>UK travel</td>
<td>London Paddington to Reading (UIUK Members Meeting 07.12.18)</td>
<td>£13.35</td>
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<tr>
<td>16/01/19</td>
<td>UK travel</td>
<td>Reading to London Paddington (HEPI Partner Event 19.11.18)</td>
<td>£18.70</td>
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<tr>
<td>16/01/19</td>
<td>UK travel</td>
<td>Reading to London Paddington (Meeting re Planning Inquiry 06.12.18)</td>
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<tr>
<td>16/01/19</td>
<td>UK travel</td>
<td>London Paddington to Reading (Meeting re Planning Inquiry 06.12.18)</td>
<td>£13.35</td>
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<tr>
<td>16/01/19</td>
<td>UK travel</td>
<td>Reading to Southampton (UIUK Dinner 10.01.2019)</td>
<td>£22.85</td>
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<tr>
<td>16/01/19</td>
<td>UK travel</td>
<td>Reading to London Paddington return (S10 Universities, VC Meeting 17.12.18)</td>
<td>£16.50</td>
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</tbody>
</table>

**Total Spend** £273.58

**N.B.** The University of Reading does not provide a car or driver for the Vice-Chancellor. In accordance with our Travel and Other Expenses, Benefits, Hospitality and Gifts Policy, the Vice-Chancellor uses public transport wherever possible. On occasion the Vice-Chancellor will use taxis due to the nature or the time of the journey. The invoices from Kelly and Loddon Cars are monthly and often for multiple journeys.

The report shows the transaction date on which expenses were repaid and so on occasion the report may include costs relating to expenses in a different quarter.