

Chief Financial Officers' Expenses Q1-Q4 2018/19
University of Reading

Trans.date		Description	Amount	Type of cost
11/07/2018	UK travel	Loddon Cars taxi to travel from work direct to Heathrow airport (18.07.18)	£35.00	Purchase card
26/09/2018	UK travel	Black cab in-between meetings in London (26.09.18)	£16.00	Purchase card
16/07/2018	Overseas travel	Return flights to Malaysia for business trip (19.07.18-25.07.18)	£5,810.00	Purchase card
18/07/2018	Subscriptions	Subscription to Times Higher Education Magazine - digital only subscription	£35.00	Purchase card
08/11/2018	Overseas Travel	Return Flights to Malaysia for business trip (04.03.19-08.03.19)	£4,761.22	Purchase Card
26/09/2018	Business entertaining	Norfolk Tower Paddington Afternoon Tea with IIB	£12.50	Purchase Card
31/03/2019	UK travel	Loddon Cars taxi to travel from work direct to Heathrow airport and then collected on return from Heathrow to Reading for business trip (04.03.19-09.03.19)	£144.00	Invoice
09/01/2019	Overseas travel	Hotel accommodation in Malaysia whilst visiting overseas campus	£219.69	Purchase card
31/03/2019	Business entertaining	Dinner at UoR hosted by CFO and PVC Global Engagement with IIB (costs split)	£36.44	Invoice
29/5/2019	UK travel	Loddon Cars taxi (inc. congestion charge) from Institute of Engineering & Technology, London to travel to home in Shinfield, Reading from a business meeting & dinner (11.6.19) *	£91.00	Purchase card
		Total Expenses for Q1 to Q4	£11,160.85	

NB The University of Reading does not provide a car or driver for the Chief Financial Officer. In accordance with our Travel and Other Expenses, Hospitality and Gifts Policy, the Chief Financial Officer uses public transport wherever possible. On occasion the Chief Financial Officer will use taxis due to the nature or the time of the journey.

** the use of a taxi for this journey was approved by the Vice Chancellor due to the late hour of travel*