

Trans.date	Acc(T)	Description	Amount	Type of Cost
03/08/2016	Overseas travel	British Airw Flights: China	£2,859.95	PCARD
04/08/2016	Credit Card Commission	Ctm Transaction Fee	£10.00	PCARD
19/08/2016	Overseas subsistence	The Westin Beijing Fin Hotel David Bell	£182.54	PCARD
31/08/2016	UK subsistence	Participant UK Ltd Accom for UUK Conference	£30.00	PCARD
03/09/2016	Overseas subsistence	RADISSON PLAZA XING GUO HOTEL SHANGHAI	£114.16	Supplier Invoice
09/09/2016	UK subsistence	VC President's Reception	£199.00	PCARD
09/09/2016	Credit Card Commission	Ctm Transaction Fee	£9.60	PCARD
10/09/2016	Overseas travel	Shanghai Xin Gou Guest Ho DB Radisson Blu - Cars	£61.33	PCARD
30/09/2016	UK travel	LODDON CARS	£313.20	Supplier Invoice
30/09/2016	UK travel	KELLY EXECUTIVE	£108.00	Supplier Invoice
18/10/2016	UK travel	University to Reading station (19/9/16)	£2.00	Expenses
18/10/2016	UK travel	Reading to London (19/9/16)	£22.80	Expenses
18/10/2016	UK travel	Reading to London (19/9/16)	£51.20	Expenses
18/10/2016	UK travel	Reading car park (19/9/16)	£18.00	Expenses
18/10/2016	UK travel	Parking in Nottingham (19/9/16)	£15.00	Expenses
18/10/2016	UK travel	Journey into London (Reading fare equivalent) (22/8/16)	£51.20	Expenses
18/10/2016	UK travel	Parking for court visit - to observe family court in action (22/8/16)	£18.00	Expenses
18/10/2016	Mileage expenses	To Nottingham (6/10/2016)	£104.00	Expenses
18/10/2016	Mileage expenses	To RMA Sandhurst (29/9/2016)	£14.00	Expenses
18/10/2016	Mileage expenses	Graduation (23/09/2016)	£6.00	Expenses
31/10/2016	UK travel	KELLY EXECUTIVE	£276.00	Supplier Invoice
04/11/2016	Overseas subsistence	Nanjing New Town Hotel (08/09/2016)	£51.83	Expenses
04/11/2016	Overseas subsistence	Shenzen Langham Hotel (08/09/2016)	£147.99	Expenses
25/11/2016	UK subsistence	Ctm VC Hotel	£189.00	PCARD
30/11/2016	UK travel	LODDON CARS	£729.60	Supplier Invoice
19/12/2016	Overseas travel	British Airw VC to New York	£3,084.17	PCARD
20/12/2016	Overseas travel	Ctm VC Singapore	£4,796.37	PCARD
20/12/2016	Credit Card Commission	Ctm Transaction Fee	£10.00	PCARD
21/12/2016	UK travel	11 October Return to Paddington from hotel stay 10/10/2016	£2.40	Expenses
21/12/2016	UK travel	Reading to London (4/11/16)	£22.90	Expenses
21/12/2016	UK travel	Paddington to Euston Square/Kings Cross to Marleybone (4/11/16)	£4.80	Expenses
21/12/2016	UK travel	Train from London to Reading (12/10/16)	£22.80	Expenses
21/12/2016	UK travel	Reading to London (10/10/2016)	£22.80	Expenses
21/12/2016	UK travel	London to Reading (10/10/2016)	£22.90	Expenses
21/12/2016	UK travel	Parking at Reading Station (10/10/2016)	£24.00	Expenses
21/12/2016	UK travel	University to Reading Station (7/10/2016)	£2.00	Expenses
21/12/2016	UK travel	Train to London (7/10/2016)	£22.80	Expenses
21/12/2016	UK travel	Parking at The Oracle (7/10/2016)	£5.50	Expenses
21/12/2016	UK travel	Parking at Queen's Road (03/10/16)	£4.40	Expenses
21/12/2016	UK travel	Embankment to Monument via Underground (20/9/16)	£2.40	Expenses
21/12/2016	Mileage expenses	Car from Reading to Greenlands 11/10/16	£5.40	Expenses
21/12/2016	UK subsistence	Breakfast on 22 November 21/11/2016	£15.00	Expenses
31/12/2016	UK travel	KELLY EXECUTIVE	£114.00	Supplier Invoice
31/12/2016	UK travel	LODDON CARS	£127.80	Supplier Invoice
31/01/2017	UK travel	Parking in Reading Oracle 18/01/2017	£3.50	Expenses
31/01/2017	UK travel	Reading to London 18/01/2017	£23.30	Expenses
31/01/2017	UK travel	LODDON CARS	£270.00	Supplier Invoice
31/01/2017	UK travel	KELLY EXECUTIVE	£486.00	Supplier Invoice
09/02/2017	UK travel	Ctm DB Hotel Ibis Euston	£152.46	PCARD
09/02/2017	Credit Card Commission	Ctm Transaction fee	£9.60	PCARD
15/02/2017	UK subsistence	Ctm Hotel Accommodation	£103.01	PCARD
15/02/2017	Credit Card Commission	Ctm Transaction Fee	£9.60	PCARD
06/03/2017	Overseas subsistence	Ctm VC Hotel in KL	£559.32	PCARD
06/03/2017	Bank Charges	Ctm Transaction Fee	£10.00	PCARD
06/03/2017	Overseas travel	Ctm Flight Changes	£46.50	PCARD
06/03/2017	Overseas travel	Ctm BA Flight Changes	£400.00	PCARD
08/03/2017	UK travel	University to Reading station 14/12/16	£1.90	Expenses
08/03/2017	UK travel	Reading to London 14/12/16	£22.80	Expenses
30/03/2017	UK subsistence	Ctm VC IBIS London	£186.60	PCARD
31/03/2017	UK travel	LODDON CARS	£392.40	Supplier Invoice
11/04/2017	UK subsistence	Ctm Premier Inn Bank	£161.59	PCARD
18/04/2017	Overseas travel	Ctm Transfers for VC	£86.00	PCARD
24/04/2017	Stationery	Phone charges from home 10/4/2016	£4.28	Expenses
24/04/2017	UK travel	Reading to London 2/9/2017	£23.30	Expenses
24/04/2017	UK travel	Reading to London 2/1/2017	£23.30	Expenses
24/04/2017	UK travel	Reading station to home 2/1/2017	£2.50	Expenses

24/04/2017	UK travel	Underground to IMAGINE board meeting 2/1/2017	£2.40	Expenses
24/04/2017	UK travel	Underground from IMAGINE board meeting to Paddington 2/1/2017	£2.40	Expenses
24/04/2017	UK travel	Parking at Reading station 2/14/2017	£18.00	Expenses
24/04/2017	UK travel	Reading to London 2/14/2017	£52.50	Expenses
24/04/2017	UK travel	Reading to London 2/23/2017	£18.60	Expenses
24/04/2017	UK travel	London to Reading 2/23/2017	£23.30	Expenses
24/04/2017	UK travel	Reading station 2/23/2017	£24.00	Expenses
24/04/2017	UK travel	Reading to London 1/10/2017	£15.60	Expenses
24/04/2017	UK travel	Waterloo to Embankment 1/10/2017	£2.40	Expenses
24/04/2017	UK travel	Reading to London 1/27/2017	£25.70	Expenses
24/04/2017	UK travel	Reading to London 1/31/2017	£18.60	Expenses
24/04/2017	UK travel	Taxi to event 1/31/2017	£9.00	Expenses
24/04/2017	UK travel	University to Reading station 2/9/2017	£1.90	Expenses
24/04/2017	Mileage expenses	All-staff briefing 2/22/2017	£5.40	Expenses
24/04/2017	Mileage expenses	University to Slough 2/7/2017	£18.90	Expenses
28/04/2017	UK travel	Underground to UUK meeting 2/24/2017	£2.40	Expenses
28/04/2017	UK travel	Reading to London 3/9/2017	£23.30	Expenses
28/04/2017	UK travel	Reading station 3/9/2017	£18.00	Expenses
28/04/2017	UK travel	Stratford upon Avon to London (claiming Reading to London only) 4/7/2017	£52.50	Expenses
28/04/2017	UK travel	Train to station (from home) 3/28/2017	£2.50	Expenses
28/04/2017	UK travel	Train to London 3/28/2017	£23.30	Expenses
28/04/2017	UK travel	Underground to Paddington 3/28/2017	£2.40	Expenses
28/04/2017	UK travel	Train to Reading 3/28/2017	£18.60	Expenses
28/04/2017	UK travel	Parking in Reading Oracle 3/23/2017	£8.00	Expenses
28/04/2017	UK travel	Reading to Charlton 3/14/2017	£23.30	Expenses
28/04/2017	UK travel	Reading station 3/14/2017	£18.00	Expenses
28/04/2017	UK subsistence	Dinner in hotel 3/28/2017	£22.75	Expenses
28/04/2017	Overseas travel	Visit to British Council MY 2/27/2017	£2.10	Expenses
28/04/2017	Overseas subsistence	Dinner in Johor Bahru MY 2/27/2017	£12.19	Expenses
28/04/2017	Overseas subsistence	Dinner in KL MY 2/27/2017	£30.30	Expenses
28/04/2017	Overseas subsistence	Lunch in Putrajaya MY 2/27/2017	£9.60	Expenses
30/04/2017	UK travel	LODDON CARS	£170.40	Supplier Invoice
04/05/2017	Overseas travel	Ctm Transfers for VC	-£80.00	PCARD
16/05/2017	Overseas travel	Ctm VC to Malaysia	£3,510.17	PCARD
26/05/2017	UK subsistence	ctm VC IBIS London	£215.60	PCARD
31/05/2017	UK travel	KELLY EXECUTIVE	£162.00	Supplier Invoice
31/05/2017	UK travel	LODDON CARS	£355.20	Supplier Invoice
15/06/2017	UK subsistence	Ctm Hotel for VC	£158.10	PCARD
30/06/2017	UK travel	Parking at Reading station (including overnight for next day's events) 5/23/2017	£28.50	Expenses
30/06/2017	UK travel	Reading to London 5/19/2017	£52.50	Expenses
30/06/2017	UK travel	Reading station 5/19/2017	£18.00	Expenses
30/06/2017	UK travel	University to Reading Station 5/11/2017	£1.90	Expenses
30/06/2017	UK travel	Reading to London 5/11/2017	£23.30	Expenses
30/06/2017	UK travel	Oracle for Reading Town Hall 5/10/2017	£3.50	Expenses
30/06/2017	Mileage expenses	Reading to Stratford 5/18/2017	£38.00	Expenses
30/06/2017	Mileage expenses	University to Leatherhead 4/19/2017	£32.00	Expenses
30/06/2017	UK travel	LODDON CARS	£66.00	Supplier Invoice
30/06/2017	UK travel	KELLY EXECUTIVE	£114.00	Supplier Invoice
05/07/2017	UK travel	London to Reading 5/10/2017	£18.60	Expenses
05/07/2017	UK travel	Reading station to University 5/10/2017	£1.90	Expenses
05/07/2017	UK subsistence	Breakfast at Premier Inn 5/10/2017	£10.50	Expenses
10/07/2017	Conference Registration Fees - Staff	ESTA form (no receipt) US 2/13/2017	£13.06	Expenses
31/07/2017	UK travel	LODDON CARS	£386.40	Supplier Invoice
			<b>TOTAL</b>	<b>£22,682.37</b>

*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 of time of the journey. The invoices from Kelly and Loddon cars are monthly and often are for multiple journeys.*