

Trans.date	Acc(T)	Description	Amount	Type of Cost
29/09/2017	UK travel	Bus Fare University to Reading Station (05.09.17)	£1.90	Expenses Claim
29/09/2017	UK travel	Train Fare Reading to London (05.09.17)	£24.20	Expenses Claim
29/09/2017	UK travel	Train Fare Reading to London (11.09.17)	£24.20	Expenses Claim
29/09/2017	UK travel	Train to London/Underground (NB Standard Class only claimed for although travelled First Class to use facilities in London) (23.08.17)	£57.30	Expenses Claim
29/09/2017	UK travel	Parking Reading Station all day/evening (23.08.17)	£22.00	Expenses Claim
29/09/2017	UK travel	Parking in central Reading (22.08.17)	£12.00	Expenses Claim
31/08/2017	UK travel	LODDON CARS	£264.00	Supplier Invoice
25/09/2017	UK travel	Travelodge Covent Garden (05.10.17)	£150.60	Purchase Card
30/09/2017	UK travel	LODDON CARS	£48.00	Supplier Invoice
30/09/2017	UK travel	KELLY EXECUTIVE	£162.00	Supplier Invoice
12/10/2017	UK travel	Train Fare Reading to London (22.06.17)	£23.30	Expenses Claim
12/10/2017	UK travel	Bus Fare University to Reading Station (22.06.17)	£1.90	Expenses Claim
12/10/2017	UK travel	Underground Kings Cross to Paddington (23.06.17)	£2.40	Expenses Claim
12/10/2017	UK travel	Train fare Paddington to Reading (23.06.17)	£18.60	Expenses Claim
12/10/2017	UK travel	Bus Fare Reading Station to University (23.06.17)	£1.90	Expenses Claim
12/10/2017	UK travel	Train Fare London to Reading (27.06.17)	£23.60	Expenses Claim
12/10/2017	UK travel	Bus fare Reading Station to home (27.06.17)	£2.50	Expenses Claim
12/10/2017	UK travel	Bus fare University to Reading Station (26.06.17)	£1.90	Expenses Claim
12/10/2017	UK travel	Reading to London (26.06.17)	£23.30	Expenses Claim
12/10/2017	UK travel	Reading to Paddington (11.07.17)	£23.30	Expenses Claim
12/10/2017	UK travel	Parking at Reading Station (11.07.17)	£18.00	Expenses Claim
12/10/2017	UK travel	West Kensington to Euston Square (27.06.17)	£2.40	Expenses Claim
12/10/2017	UK travel	Euston Square to Paddington (27.06.17)	£2.40	Expenses Claim
12/10/2017	UK travel	Parking at Reading Station (11.08.17)	£18.00	Expenses Claim
12/10/2017	UK travel	St James's Park to Paddington (24.05.17)	£2.40	Expenses Claim
31/10/2017	UK travel	LODDON CARS	£224.40	Supplier Invoice
21/11/2017	UK travel	Parking at The Oracle, Reading	£6.00	Expenses Claim
22/11/2017	UK travel	Underground to Paddington (06.10.17)	£2.40	Expenses Claim
22/11/2017	UK travel	London to Paddington (06.10.17)	£18.60	Expenses Claim
22/11/2017	UK travel	Parking overnight at Reading Station (06.10.17)	£24.00	Expenses Claim
22/11/2017	UK travel	Reading to London (05.10.17)	£24.20	Expenses Claim
11/12/2017	UK travel	Parking at Reading Station (03.11.17)	£24.00	Expenses Claim
11/12/2017	UK travel	Underground to North Greenwich/Westminster/Euston Square/Westminster (07.11.17)	£6.60	Expenses Claim
11/12/2017	UK travel	London Road to Reading Station (06.11.17)	£1.30	Expenses Claim
11/12/2017	UK travel	Reading to London (06.11.17)	£19.50	Expenses Claim
11/12/2017	UK travel	Underground to Westminster and to hotel (06.11.17)	£4.80	Expenses Claim
11/12/2017	UK travel	Paddington to Euston Square and return via Bond Street (03.11.17)	£4.20	Expenses Claim
11/12/2017	UK travel	Reading to London (02.11.17)	£13.00	Expenses Claim
11/12/2017	UK travel	London to Reading (03.11.17)	£44.90	Expenses Claim
11/12/2017	UK travel	Parking at Reading Station (03.11.17)	£24.00	Expenses Claim
11/12/2017	UK travel	Reading to London (27.10.17)	£56.30	Expenses Claim
11/12/2017	UK travel	Parking at Reading Station (27.10.17)	£24.00	Expenses Claim
11/12/2017	UK travel	Queens Road parking (26.10.17)	£6.60	Expenses Claim
11/12/2017	UK travel	Aberleigh to Reading station (13.10.17)	£2.50	Expenses Claim
11/12/2017	UK travel	Reading to London (13.10.17)	£52.50	Expenses Claim
11/12/2017	UK travel	Reading to London (11.10.17)	£24.20	Expenses Claim
11/12/2017	UK travel	Parking at the Oracle, Reading (07.10.17)	£6.00	Expenses Claim
30/11/2017	UK travel	KELLY EXECUTIVE	£162.00	Supplier Invoice
18/01/2018	UK travel	Reading to Paddington (14.12.17)	£59.80	Expenses Claim
18/01/2018	UK travel	Reading Station (14.12.17)	£12.00	Expenses Claim
18/01/2018	UK travel	Paddington to Pimlico (for Parliament) (21.11.17)	£2.40	Expenses Claim
23/01/2018	UK travel	St James Park to Embankment/Charing Cross to Paddington/Edgware Road to Paddington (22.11.17)	£6.60	Expenses Claim
29/09/2017	Mileage expenses	Aberleigh to Madejski Stadium (and return) (24.08.17)	£3.60	Expenses Claim
29/09/2017	Mileage expenses	University to Brunel University and return (06.09.17) UUK Conference	£27.00	Expenses Claim
12/10/2017	Mileage expenses	University to Padworth College (02.06.17)	£10.80	Expenses Claim
12/10/2017	Mileage expenses	Staff Survey briefing (15.06.17)	£5.40	Expenses Claim
12/10/2017	Mileage expenses	Annual Coaching Conference (14.06.17)	£5.40	Expenses Claim
21/11/2017	Mileage expenses	Staff talk at Greenlands (27.09.17)	£5.40	Expenses Claim
21/11/2017	Mileage expenses	Aberleigh to Newbury (16.09.17)	£20.25	Expenses Claim
11/12/2017	Mileage expenses	Graduation (22.09.17)	£5.40	Expenses Claim
11/12/2017	Mileage expenses	University to Madejski Stadium (02.11.17)	£3.60	Expenses Claim
11/12/2017	Mileage expenses	Opening of new accommodation (01.11.17)	£5.40	Expenses Claim
18/01/2018	Mileage expenses	University to Reading Museum store, Commercial Road (14.12.17)	£3.15	Expenses Claim
18/01/2018	Mileage expenses	University to Highdown School (30.11.17)	£6.30	Expenses Claim
18/01/2018	Mileage expenses	University to Robert May's School (16.11.17)	£12.60	Expenses Claim
30/10/2017	UK subsistence	Premier Inn London Tower Bridge Hotel (06.11.17)	£129.48	Purchase Card
30/10/2017	UK subsistence	Doubletree by Hilton, London Hotel (21.11.17)	£200.79	Purchase Card
15/11/2017	UK subsistence	Doubletree Hilton Hotel (19.12.17)	£164.77	Purchase Card
11/12/2017	UK subsistence	Premier Inn, London Bridge (07.11.17)	£10.50	Expenses Claim
21/12/2017	UK subsistence	VC Flight to NI for UUK (15.01.17)	£82.10	Purchase Card
18/01/2018	UK subsistence	Pret a Manger Victoria Street, London (20.12.17)	£5.94	Expenses Claim
23/01/2018	UK subsistence	Doubletree by Hilton, John Islip Street (22.11.17)	£17.95	Expenses Claim
21/12/2017	Overseas travel	CHELSEA TRAVEL MANAGEMENT (Flights to visit UoRM 16.01.18 - 19.01.18)	£5,671.96	Supplier Invoice
12/10/2017	Overseas subsistence	Hotel Jen: Breakfast (21.07.17)	£10.00	Expenses Claim
29/09/2017	Business entertaining	Dinner (VC and Guest) (11.09.17)	£69.75	Expenses Claim
29/09/2017	Business entertaining	Dinner (VC and Guest) (22.08.17)	£82.94	Expenses Claim
30/10/2017	Bank Charges	CTM Service Fee	£14.40	Purchase Card
15/11/2017	Credit Card Commission	CTM Service Fee	£9.60	Purchase Card
31/01/2018	UK travel	Loddon Cars	£451.84	Supplier Invoice
21/12/2017	UK travel	Gray Dawes Travel VC Flight Transaction Fee	£10.00	Purchase Card
16/01/2018	Overseas subsistence	Dinner/tax at Hotel Jen, Puteri Harbour	26.05	Expenses Claim
30/01/2018	UK subsistence	DoubleTree Westminster (30.01.18)	£126.48	Purchase Card
07/02/2018	UK travel	KELLY EXECUTIVE	£162.00	Supplier Invoice
16/02/2018	UK travel	Belfast City airport to Queen's University Belfast (15.01.18) UUK Trip	£14.00	Expenses Claim
16/02/2018	UK travel	Ulster University to Belfast City airport (16.01.18) UUK Trip	£6.00	Expenses Claim
16/02/2018	UK subsistence	Lunch Belfast to Heathrow (not leaving Heathrow until 7pm for trip to Malaysia) (16.01.18)	£5.80	Expenses Claim

16/02/2018	UK travel	TRAIN Reading to Paddington incl Underground (09.01.2018)	£56.00	Expenses Claim
16/02/2018	UK travel	PARKING Reading station (09.01.2018)	£18.00	Expenses Claim
28/02/2018	UK travel	KELLY EXECUTIVE	£186.00	Supplier Invoice
28/02/2018	Overseas travel	Jury's Inn Watford (12-14 March 2018)	£376.38	Purchase Card
28/02/2018	Credit Card Commission	Jury's Inn Watford Transaction Fee	£8.00	Purchase Card
01/03/2018	UK travel	Repayment for Personal Journey: Loddon Cars	-£164.40	N/A
06/03/2018	UK travel	Reading to Paddington plus Underground AGIS Conference	54.40	Expenses Claim
06/03/2018	UK travel	Kings Meadow parking (going on to other event afterwards)	9.20	Expenses Claim
12/03/2018	Mileage expenses	Reading to Watford (12.03.18) Employment trubunal	35.25	Expenses Claim
12/03/2018	UK subsistence	Dinner in Watford hotel (12.03.18) Employment Tribunal	13.50	Expenses Claim
13/03/2018	UK travel	Parking in Watford - Employment Tribunal	4.00	Expenses Claim
15/03/2018	UK travel	LODDON CARS	£148.80	Supplier Invoice
22/03/2018	UK travel	Parking at the Oracle, Reading (Reading UK CIC Board meeting held in Oracle management suite)	6.00	Expenses Claim
28/03/2018	UK travel	Underground journeys	4.80	Expenses Claim
06/04/2018	UK subsistence	Premier Inn (London Euston) (22.02.18)	157.10	Purchase Card
09/04/2018	UK travel	Parking at Holybrook, Reading - Speaking at Thames Valley First lunch	4.00	Expenses Claim
10/04/2018	Mileage expenses	University of Reading to Bray - Dinner with High Sheriff	15.75	Expenses Claim
11/04/2018	UK travel	Reading to London Paddington (22.02.18)	£24.90	Expenses Claim
11/04/2018	UK travel	London Paddington to Reading (23.02.18)	£20.20	Expenses Claim
11/04/2018	UK travel	Parking at Reading Station (23.02.18)	£24.00	Expenses Claim
11/04/2018	Mileage expenses	All-staff talks (20.02.18)	£5.40	Expenses Claim
11/04/2018	UK travel	Reading to London Paddington and Underground (13.02.18)	£56.30	Expenses Claim
11/04/2018	UK travel	Parking at Reading Station (13.02.18)	£24.00	Expenses Claim
11/04/2018	UK travel	Parking at the Oracle for Reading Museum 12.02.18)	£1.70	Expenses Claim
11/04/2018	Mileage expenses	AHEP dinner (12.02.18)	£5.40	Expenses Claim
11/04/2018	UK travel	Slough to London Paddington (08.02.18)	£14.70	Expenses Claim
11/04/2018	UK travel	Reading to Paddington incl Underground	£30.40	Expenses Claim
11/04/2018	UK travel	University to Reading Station (02.02.18)	£2.00	Expenses Claim
11/04/2018	UK travel	Taxi to hotel (Underground closed) (31.01.18)	£7.00	Expenses Claim
11/04/2018	UK subsistence	Doubletree by Hilton, John Islip Street, London (31.01.18)	£15.00	Expenses Claim
11/04/2018	UK travel	University to Reading Station (24.01.18)	£2.00	Expenses Claim
11/04/2018	UK travel	Reading to London including Underground (24.01.18)	£24.40	Expenses Claim
11/04/2018	UK travel	Reading to London Paddington (22.02.18)	24.90	Expenses Claim
11/04/2018	UK travel	London Paddington to Reading (23.02.18)	20.20	Expenses Claim
11/04/2018	UK travel	Parking at Reading Station (23.02.18)	24.00	Expenses Claim
11/04/2018	Mileage expenses	All-staff talks (20.02.18)	5.40	Expenses Claim
11/04/2018	UK travel	Reading to London Paddington and Underground (13.02.18)	56.30	Expenses Claim
11/04/2018	UK travel	Parking at Reading Station (13.02.18)	24.00	Expenses Claim
11/04/2018	UK travel	Parking at the Oracle for Reading Museum 12.02.18)	1.70	Expenses Claim
11/04/2018	Mileage expenses	AHEP dinner (12.02.18)	5.40	Expenses Claim
11/04/2018	UK travel	Slough to London Paddington (08.02.18)	14.70	Expenses Claim
11/04/2018	UK travel	Reading to Paddington incl Underground	30.40	Expenses Claim
11/04/2018	UK travel	University to Reading Station (02.02.18)	2.00	Expenses Claim
11/04/2018	UK travel	Taxi to hotel (Underground closed) (31.01.18)	7.00	Expenses Claim
11/04/2018	UK subsistence	Doubletree by Hilton, John Islip Street, London (31.01.18)	15.00	Expenses Claim
11/04/2018	UK travel	University to Reading Station (24.01.18)	2.00	Expenses Claim
11/04/2018	UK travel	Reading to London including Underground (24.01.18)	24.40	Expenses Claim
13/04/2018	Business entertaining	Lunch for guests to Thames Valley Science park	9.10	Expenses Claim
18/04/2018	Overseas subsistence	Traders, KL (16.01.18)	£1.88	Expenses Claim
20/04/2018	UK travel	Bus - UUK Board meeting	3.50	Expenses Claim
20/04/2018	UK travel	Reading to London Paddington plus Underground UUK Board meeting	54.40	Expenses Claim
27/04/2018	UK travel	Parking at Holybrook, Reading (09.04.18)	£4.00	Expenses Claim
27/04/2018	UK travel	Underground journeys (28.03.18)	£4.80	Expenses Claim
27/04/2018	UK travel	Parking at the Oracle, Reading (meeting held in Oracle management suite) (22.03.18)	£6.00	Expenses Claim
27/04/2018	UK travel	Parking in Watford (13.03.18)	£4.00	Expenses Claim
27/04/2018	Mileage expenses	Reading to Watford (12.03.18)	£35.25	Expenses Claim
27/04/2018	UK subsistence	Dinner in Watford hotel (12.03.18)	£13.50	Expenses Claim
27/04/2018	UK travel	Reading to Paddington plus Underground (06.03.18)	£54.40	Expenses Claim
27/04/2018	UK travel	Kings Meadow parking (going on to other event afterwards) (06.03.18)	£9.20	Expenses Claim
27/04/2018	Overseas subsistence	Dinner/taxi at Hotel Jen, Puteri Harbour (16.01.18)	£26.05	Expenses Claim
27/04/2018	UK travel	Bus to Reading station (20.04.18)	£3.50	Expenses Claim
27/04/2018	UK travel	Reading to London Paddington plus Underground (20.04.18)	£54.40	Expenses Claim
27/04/2018	Business entertaining	Lunch for guests to Thames Valley Science park (13.04.18)	£9.10	Expenses Claim
27/04/2018	Mileage expenses	University of Reading to Bray (10.04.18)	£15.75	Expenses Claim
03/05/2018	UK subsistence	Premier Inn London County Hall (16.05.18)	£191.09	Purchase Card
16/05/2018	UK travel	Bus - University to Reading Station Fulbright 70th anniversary reception (16.05.18)	2.00	Expenses Claim
17/05/2018	UK travel	Institute for Government meetings - Oyster (17.05.18)	2.40	Expenses Claim
18/05/2018	UK travel	HEPI Advisory Board - Oyster (17.05.18)	2.40	Expenses Claim
18/05/2018	UK travel	Bus to Reading Station - HEPI Advisory Group (17.05.18)	3.50	Expenses Claim
26/05/2018	Mileage expenses	Alumni Event RHS Wisley (26.05.18)	31.75	Expenses Claim
08/06/2018	UK travel	OFS SIAG meeting/UUK Executive - Bus to Reading Station (08.06.18)	2.00	Expenses Claim
08/06/2018	UK travel	OFS SIAG meeting/UUK Executive - Train from Reading + underground (08.06.18)	54.40	Expenses Claim
08/06/2018	UK travel	OFS SIAG meeting/UUK Executive - Bus from Reading Station (08.06.18)	2.00	Expenses Claim
13/06/2018	UK travel	GDST Panel at Trust's annual policy event - Bus to Reading station (13.06.18)	2.00	Expenses Claim
13/06/2018	UK travel	GDST Panel at Trust's annual policy event - Train from Reading + underground (13.06.18)	54.40	Expenses Claim
13/06/2018	UK travel	GDST Panel at Trust's annual policy event - Bus to University (13.06.18)	2.00	Expenses Claim
18/06/2018	UK subsistence	Coffee - Meeting at TVSP with re Science park investment opportunities (18.06.18)	10.00	Expenses Claim
20/06/2018	UK Travel	RFK Human Rights UK Advisory Board meeting Bus to Reading station (20.06.18)	2.00	Expenses Claim
20/06/2018	UK Travel	RFK Human Rights UK Advisory Board meeting - Train from Reading + underground (20.06.18)	54.40	Expenses Claim
20/06/2018	UK Travel	RFK Human Rights UK Advisory Board meeting - Bus to University (20.06.18)	2.00	Expenses Claim
21/06/2018	UK travel	Bus to Reading Library - High Sheriff's art exhibition (21.06.18)	2.00	Expenses Claim
21/06/2018	UK travel	Bus from Reading Library - High Sheriff's art exhibition (21.06.18)	2.00	Expenses Claim
22/06/2018	UK travel	UUK Board meeting Bus to Reading station (21.06.18)	2.00	Expenses Claim
22/06/2018	UK travel	UUK Board meeting - Train from Reading + underground (22.06.18)	54.40	Expenses Claim
22/06/2018	UK travel	UUK Board meeting Bus to University (22.06.18)	2.00	Expenses Claim
11/07/2018	UK travel	Reading to London - Institute for Government Accountability Advisory Group (11.07.18)	54.40	Expenses Claim
11/07/2018	UK travel	Bus University to Reading Station (11.07.18)	2.00	Expenses Claim
19/07/2018	Overseas travel	VC To Singapore for UoRM Graduation (including redemption of business points) (19-21.07.18)	568.71	Purchase card

19/07/2018	Overseas travel	Transaction fee (see above)	10.00	Purchase card
27/07/2018	UK subsistence	Lunch for guest at Thames Valley Science park (27.07.18)	10.10	Expenses Claim
27/07/2018	UK subsistence	Coffee for guests at Thames Valley Science park (27.07.18)	4.40	Expenses Claim
		Total Expenses 2017/18	£12,226.71	

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.