62.20

6.60

| <u>Date</u> August 2016 | Reason | <u>Location</u> | <u>Amount</u> |
|------------------------------------|---|-----------------|---------------|
| 21/08/16 - Hospitality | Dinner with HR consultant ahead of interviews for VP (Global Engagement) post on 22/08/16 | Paisley | 31.65 |
| 23/08/16 - Accommodation | Premier Inn Park - ahead of Sport Scotland Board meeting on 24/08/16 | Edinburgh | 96.50 |
| 24/08/16 – Car Parking | Edinburgh Sport Scotland Board meeting | Edinburgh | 8.99 |
| 25/08/16 – Hospitality | External business dinner | Paisley | 55.75 |
| | | | 192.89 |
| <u>Date</u> September 2016 | Reason | <u>Location</u> | <u>Amount</u> |
| 06/09/16 – Conference Fee | 6-7 Sept 16 Universities UK annual conference Nottingham Trent University | Nottingham | 440.00 |
| 07/09/16 – Taxi | Taxi fare from Nottingham Conference Centre to East Midlands Airport | Nottingham | 32.00 |
| 09/09/16 – Hospitality | Host Renfrewshire Council Provost's Ball - hosting UWS table | Paisley | 110.10 |
| 13/09/16 – Accommodation | Holiday inn Express - overnight stay ahead of meetings on 14/09/16 | Edinburgh | 139.00 |
| 20/09/16 – Flight | Glasgow-Shanghai to take part in UK Ministerial Delegation to China | Shanghai | 2725.57 |
| 21/09/16 – Accommodation | Intercontinental Shanghai expo during Ministerial delegation visit | Shanghai | 698.84 |
| 22/09/16 to 24/09/16 – Hospitality | Ministerial delegation visit - Meal first night and Drinks reception for UK VCs final night | Shanghai | 184.85 |
| | | | 4330.36 |
| Date October 2016 | Reason | <u>Location</u> | <u>Amount</u> |

04/10/16 - FlightGlasgow-Bristol for attendance at LFHE Board Away DayBristol04/10/16 - Bridge TollWhile travelling to LFHE Away Day in CardiffBristol

| 05/10/16 – Subsistence | Petrol for Hire Car following meeting in Cardiff | Cardiff | 10.85 |
|------------------------------------|--|-------------|--------|
| 05/10/16 – Car Parking | LFHE Away Day and meeting | Cardiff | 22.00 |
| 07/10/16 – Hospitality | Dinner with VC of Plymouth University while attending CAMOT Conference | Cambridge | 42.05 |
| 07/10/16 – Flight | Edinburgh-London ahead of attendance at CAMOT Conference | London | 39.18 |
| 07/10/16 – Train | London Stanstead-Cambridge ahead of attendance at CAMOT Conference | Cambridge | 15.40 |
| 07/10/16 – Accommodation | Doubletree by Hilton Cambridge Garden while attending CAMOT Conference | Cambridge | 317.26 |
| 07/10/16 to 09/10/16 - Subsistence | Various Expenses while attending the CAMOT Conference | Cambridge | 12.80 |
| 09/10/16 – Flight | London-Glasgow after attendance at CAMOT Conference | Glasgow | 37.16 |
| 09/10/16 – Train | Cambridge-London Stanstead following attendance at CAMOT Conference | London | 15.40 |
| 19/10/16 – Flight | Glasgow-London City ahead of interviews in London for Director of London campus post | London | 58.60 |
| 19/10/16 – Hospitality | Various expenses | London | 19.80 |
| 19/20/16 to 21/10/16 - Expenses | Various expenses (Travel/Subsistence) | London | 19.60 |
| 23/10/16 - Flight | Southampton - Glasgow following interviews in London | Southampton | 259.63 |
| | | | 938.53 |

| Date | Reason | Location | Amount |
|---------------------------------|---|------------|--------|
| November 2016 | | | |
| 04/11/16 - Hospitality | Dinner with Scottish Baptist College | Paisley | 134.70 |
| 18/11/16 - Hospitality | ROCCO Awards drinks for UWS Table hosted by Principal & Vice Chancellor | Paisley | 39.15 |
| 18/11/16 – Hospitality | Drinks for table at ROCCO awards | Paisley | 37.00 |
| 23/11/16 – Flight | Glasgow-London City ahead of meetings and conference in London and attendance at THE Awards | London | 138.85 |
| 23/11/16 – Accommodation | Ambassadors Hotel in Bloomsbury - meetings and conference in London and attendance at THE Awards | London | 299.99 |
| 24/11/16 to 30/11/16 - Expenses | Various Expenses (Travel/Subsistence) | | 67.40 |
| 24/11/16 – Travel | Oyster Card | London | 30.00 |
| 24/11/16 – Taxi | Rtn airport to attend HEA conference (taxis were for early morning and late evening travel) | London | 80.00 |
| 29/11/16 - Conference | BASES 2016 Conference on 29-30 Nov 16 at East Midlands Conference Centre. | Nottingham | 102.00 |

| 29/11/16 – Train | Glasgow-Edinburgh for meeting at Universities Scotland | Edinburgh | 20.80 |
|-------------------|---|--------------|---------|
| 29/11/16 – Train | Edinburgh-Nottingham for attendance at BASES Conference | Nottingham | 64.50 |
| 30/11/16 – Train | Nottingham-London for attendance at LFHE Board meeting | London | 35.00 |
| 30/11/16 - Flight | London-Johannesburg for attendance at Third annual BRICS & Emerging Economies Universities Summit | Johannesburg | 2733.62 |
| | | | 3783.01 |
| | | | |
| | | | |

| Date | Reason | Location | <u>Amount</u> |
|------------------------|--------------------------|----------|---------------|
| December 2016 | | | |
| 14/12/16 - Hospitality | External business dinner | Glasgow | 175.50 |
| | | | 175.50 |

| <u>Date</u> January 2017 | Reason | <u>Location</u> | <u>Amount</u> |
|---------------------------------|--|-----------------|---------------|
| 18/01/17 - Train | Return journey to Edinburgh for meetings | Glasgow | 22.70 |
| 18/01/17 – Expenses | Various Expenses (Travel/ Subsistence) | Various | 56.40 |
| 26/01/17 – Accommodation | Malmaison in Leith following attendance at Burns event | Leith | 119.00 |
| | | | 198.10 |
| | | | |
| Date | Reason | Location | <u>Amount</u> |
| February 2017 | | | |
| 01/02/17 and 02/02/17 - Flights | Meetings in London then in Edinburgh | Glasgow | 187.40 |
| 02/02/17 – Airport Transfer | Various Expenses (Travel/ Subsistence) | Various | 5.50 |

192.90

| Date | Reason | <u>Location</u> | <u>Amount</u> |
|--------------------------|---|-----------------|---------------|
| March 2017 | | | |
| 01/03/17 - Flight | Glasgow-London City - meetings in London | London | 120.30 |
| 01/03/17 - Accommodation | Premier Inn London St Pancras - as above | London | 136.00 |
| 05/03/17 – Hospitality | Dinner with Indian partners | Glasgow | 136.55 |
| 13/03/17 - Train | Glasgow Central-Manchester for attendance at Saxton-Balmfylde evening event | Manchester | 42.00 |
| 13/03/17 – Accommodation | Macdonald Manchester Hotel following attendance at above | Manchester | 288.00 |
| 14/03/17 - Train | Manchester-London for QAA Board meeting in London | London | 177.00 |
| 14/03/17 – Travel | Oyster Card Top up - as above | London | 30.00 |
| 15/03/17 - Flight | London City-Glasgow following QAA Board meeting and LFHE Board meeting | Glasgow | 130.70 |
| 28/03/17 - Hospitality | UWS table booked for Finding Your Feet Charity Event on 25/05/17 | | 700.00 |
| 29/03/17 – Train | Glasgow Queen St - Edinburgh for LTC (Scotland) meeting | Edinburgh | 21.20 |
| 29/03/17 – Train | Edinburgh-Glasgow Queen St - as above | Glasgow | 21.20 |
| | | | 1802.95 |