| Date | Reason | Location | Amount |
| :---: | :---: | :---: | :---: |
| August 2016 |  |  |  |
| 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 |
| Date | Reason | Location | Amount |
| September 2016 |  |  |  |
| 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 | Reason | Location | Amount |
| October 2016 |  |  |  |
| 04/10/16 - Flight | Glasgow-Bristol for attendance at LFHE Board Away Day | Bristol | 62.20 |
| 04/10/16 - Bridge Toll | While travelling to LFHE Away Day in Cardiff | Bristol | 6.60 |


| 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 | $\begin{array}{r} 2733.62 \\ 3783.01 \end{array}$ |
| Date | Reason | Location | Amount |
| December 2016 |  |  |  |
| 14/12/16 - Hospitality | External business dinner | Glasgow | $\begin{array}{r} 175.50 \\ \mathbf{1 7 5 . 5 0} \end{array}$ |
| Date | Reason | Location | Amount |
| January 2017 |  |  |  |
| 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 | Amount |
| 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 | Location | Amount |
| :---: | :---: | :---: | :---: |
| 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 |

