<u>Date</u>	Reason	<u>Location</u>	<u>Amount</u>
June 2018			
08/06/18 – Travel	Flight Glasgow to London Heathrow ahead of business trip to the US	Glasgow	
09/06/18 – Travel	Flight from London Heathrow to Seattle for business meetings	London	
12/06/18 – Travel	Flight from Seattle to Denver for meetings with partners at MSU Denver	Seattle	
14/06/18 – Travel	Flight from Denver to Milwaukee ahead of meetings with partners at Platteville University	Denver	
16/06/18 – Travel	Flights from Milwaukee to Glasgow	Milwaukee	
		<u>Total for</u> <u>above</u>	£4155.15
08/06/18 – Travel	Taxi fare from London Heathrow T5 to Premier Inn, London Heathrow ahead of trip to US	London	£23.00
08/06/18 – Accommodation	One-night accommodation at Premier Inn, London Heathrow airport ahead of departure to the US	London	£50.00
09/06/18 – Travel	ESTA USA Application	Glasgow	£68.21
09/06/18 – Travel	Taxi fare from Premier Inn, London Heathrow to London Heathrow T5 ahead of trip to US	London	£18.00
09/06/18 – Travel	Taxi fare from Seattle airport to Sheraton Seattle Hotel ahead of business meetings	Seattle	£33.16
09/06/18 – Accommodation	Accommodation at Sheraton Seattle Hotel (3 nights) while in Seattle for business meetings	Seattle	£935.95
12/06/18 – Travel	Taxi fare from Sheraton Seattle Hotel to Seattle airport following business meetings	Seattle	£33.88
12/06/18 – Accommodation	Accommodation at Springhill Suites Denver Downtown (2 nights) while visiting MSU Denver	Denver	£327.63
14/06/18 – Travel	Taxi fare from hotel to Denver airport following attendance at meetings at MSU Denver	Denver	£44.79
14/06/18 – Accommodation	Accommodation at Holiday Inn Express & Suites Platteville (2 nights) while visiting Platteville University	Platteville	£159.83
14/06/18 – Travel	Car hire to drive from Milwaukee airport to Platteville and back on 16 <sup>th</sup> June	Milwaukee	£78.73
16/06/18 – Travel	Fuel charge for car hire as per above	Milwaukee	£36.48
18/06/18 – Accommodation	One-night accommodation at Premier inn St Andrews following attendance at UUK dinner hosted at St Andrews University	St Andrews	£71.49
21/06/18 – Travel	Taxi fare from Radisson Blu Edwardian Mercer Street, London to Grovesnor Hotel, London ahead of attendance at the Times Higher Awards event.	London	£11.80

21/06/18 – Travel	Taxi fare from Grosvenor Hotel to Radisson Blu Edwardian Mercer Street, London following attendance at the Times Higher Awards event	London	£16.40
21/06/18 – Accommodation	One-night accommodation at Radisson Blu Edwardian Mercer Street, London for attendance at the Times Higher Awards	London	£245.00
22/06/18 – Travel	Train fare from London Euston to Crewe for attendance at LFHE event as a speaker – paying difference between first class and standard class as Standard Class fare paid by LFHE	London	£39.60
		<u>Full Total:</u>	£6349.10