Date	Reason	Location	Amount
November 2017			
14/11/17 – Travel	Flight from Glasgow to London Heathrow ahead of attendance at LSC Group of Colleges Annual Dinner and Dance	Glasgow	£79.72
13/11/17 – Travel	Return flight from London City to Glasgow for Professor John Woods, keynote speaker at Annual		
	Review dinner on 13 th November 2017 and Lecture on 14 th November 2017	London	£130.83
13/11/17 – Accommodation	Overnight accommodation for Professor John Woods at the Ashtree House, Paisley	Paisley	£76.00
14/11/17 – Travel	Heathrow Express fare to Paddington while in London for attendance at LSC Group of Colleges Annual Dinner and Dance	London	£25.00
14/11/17 – Travel	Underground fare while in London for attendance at LSC Group of Colleges Annual Dinner and Dance	London	£4.90
14/11/17 – Travel	Caledonian Sleeper fare from London to Glasgow following attendance at LSC Group of Colleges Annual Dinner and Dance	London	£80.00
14/11/17 – Travel	Taxi fare from LSC Group of Colleges Annual Dinner and Dance to Euston Station	London	£12.00
15/11/17 – Hospitality	Business dinner with Prof Steve Olivier at Pendulum Bar and Grill, Paisley	Paisley	£86.4
29/11/17 – Travel	Flight from Glasgow to London Heathrow ahead of attendance at LFHE Board meeting	Glasgow	£84.22
29/11/17 – Accommodation	2 overnight stays at The Duke Rooms, London (29 th and 30 th November) following attendance at LFHE Board meeting on 29/11/17 and attendance at MillionPlus meeting and THE Awards on 30/11/17	London	£218.00
29/11/17 – Travel	Heathrow Express to Paddington for attendance at LFHE meeting	London	£22.00
29/11/17 – Travel	Tube card for attendance at LFHE Board meetings and other meetings	London	£12.30
80/11/17 – Travel	Tube card to travel to London campus for meetings	London	£12.30
29/11/17 – Travel	Taxi fare from Paddington to hotel while in London for meetings	London	£12.0
80/11/17 – Travel	Taxi fare from London campus to MillionPlus meeting (Birdcage Walk)	London	£11.2
30/11/17 – Travel	Taxi fare from hotel to Times Higher Awards dinner	London	£7.50
		Total:	£874.42