<u>Date</u>	Reason	<u>Location</u>	<u>Amount</u>
January 2018			
15/01/18 – Travel	Cost of Chinese business Visa application – multiple entries over 2 years	Edinburgh	£151.00
22/01/18 - Hospitality	Dinner with Alistair Jarvis, CEO, Universities UK – Trattoria Genova, Paisley	Paisley	£45.00
16/01/18 – Travel	Return flights to Beijing via Dubai for attendance at meetings to discuss potential partnerships	Paisley	£3208.26
17/01/18 – Accommodation	One night accommodation in Beijing at the Kempinski Hotel Beijing Lufthansa Center	Beijing	£161.31
18/01/18 – Accommodation	3-night accommodation in Dubai at the Millennium Airport Hotel Dubai while in Dubai for meetings with potential partners.	Dubai	£334.83
31/01/18 - Flight	Flight to London ahead of UWS London campus graduations on 01/02/18		£78.80
31/01/18 – Accommodation	Accommodation at Premier Inn London St Pancras ahead of UWS London campus graduations on $01/02/18$		£150.90
18/01/18 – Travel	Subsistence costs while staying at Kempinski Hotel, Beijing for attendance at meetings to discuss potential partnerships		£24.81
21/01/18 – Travel	Subsistence costs while staying at the Millennium Airport Hotel Dubai while in Dubai for meetings with potential partners.		£86.86
27/01/18 – Accommodation	Holiday Inn Edinburgh City West – overnight stay while attending The University of Edinburgh - Thank You Jazz Concert on UWS's behalf		£92.15
27/01/18 – Travel	Taxi fare from Holiday Inn to University of Edinburgh		£11.90
27/01/18 – Travel	Taxi fare from University of Edinburgh to Holiday Inn		£7.60
31/01/18 – Travel	Oyster Card while in London for London campus graduations and meetings	London	£25.00
		Total	£4378.42