<u>Date</u>	Reason	Location	<u>Amount</u>
February 2018			
01/02/18 – Travel	Heathrow Express while travelling back to London Heathrow following attendance at UWS London campus graduations	London	£25.00
01/02/18 – Travel	Flight London Heathrow – Glasgow following attendance at UWS London campus graduations	London	£78.80
21/02/18 – Travel	Flight Glasgow to London City ahead of attendance at MillionPlus meeting and other meetings	London	£76.13
21/02/18 – Accommodation	One-night stay at Premier Inn London St Pancras ahead of attendance at MillionPlus meeting and other meetings	London	£151.00
22/02/18 – Subsistence	Breakfast at Premier Inn ahead of attendance at MillionPlus meeting and other meetings	London	£10.50
22/02/18 – Travel	Flight London Heathrow to Australia ahead of attendance at Universities Australia Annual Conference, and return flight to Glasgow on 04/03/18	London	£3777.62
25/02/18 – Travel	Domestic flight ahead of attendance at Universities Australia Annual Conference	Melbourne	£181.50
		Total	£4033.55