<u>Date</u>	<u>Reason</u>	<u>Location</u>	<u>Amount</u>
November 2018 –			
09/11/18 – Hospitality	Coffee meeting with Jo Maguire, Director of HR and Jo Durham, Executive Adviser at Millennium Hotel, Glagsow, in advance of Jo Maguire's starting at UWS		£9.00
		Glasgow	
09/11/18 – Travel	Car Park in Glasgow for above meeting	Glasgow	£5.00
09/11/18 - Subsistence	Lunch with Executive Adviser following the above meeting	Glasgow	£14.09
27/11/18 – Travel	Return train fare from Glasgow to Harrogate for attendance at BSES Conference AGM and Gala Dinner	Glasgow	£64.70
27/11/18 – Accommodation	Overnight stay at Crowne Plaza Harrogate following attendance at BSES Conference AGM and Gala Dinner	Glasgow	£109.00
29/11/18 – Travel	Return flight from Glasgow to London ahead of THE Awards and London Campus Christmas staff function	London	£212.57
29/11/18 – Travel	Train fare from Heathrow airport to hotel (Corus Hotel Hyde Park) ahead of attendance at THE Awards, London	London	£25.00
29/11/18 – Travel	Taxi fare from hotel (Corus Hotel Hyde Park) to THE Awards, Grosvenor Hotel, London	London	£9.00
29/11/18 – Accommodation	Overnight stay at Corus Hotel Hyde Park, London ahead of THE Awards and London Campus Christmas staff function	London	£167.22
29/11/18 - Hospitality	Drinks for UWS colleagues at THE Awards, Grosvenor Hotel, London	London	£83.25
30/11/18 – Travel	Oyster card top-up	London	£30.00
		Total	£728.83