<u>Date</u>	Reason	<u>Location</u>	<u>Amount</u>
April 2019			
03/04/2019 – Travel	Return flights to New York City, USA for business meetings	Edinburgh	£1777.38
	Neturn hights to New York City, OSA for business meetings	Lambargn	11///.50
03/04/2019 – Travel	Taxi fare from JFK airport to Hotel in New York City while in NYC for business meetings	New York	£59.46
05/04/2019 – Hospitality	Breakfast meeting with external business partner (PACE) while in New York to attend business meetings	New York	£31.70
08/04/2019 – Travel	Taxi fare from hotel in NYC to JFK airport	New York	£59.99
03/04/2019 – Accommodation	5-night stay at Grand Hyatt Hotel New York while in New York City for business meeting	USA	£1212.80
29/04/2019 – Accommodation	Overnight stay at MacDonald Holyrood Hotel, Edinburgh following attendance at Universities Scotland/ CBI joint dinner at Napier University and prior to		
	attendance at Universities Scotland Main Committee meeting	Edinburgh	£131.95
30/04/2019 – Subsistence	Breakfast while staying at the MacDonald Holyrood Hotel as per above	Edinburgh	£3.00
01/04/2019 – Hospitality	Dinner at Malmaison, Glasgow with external business partners)	Glasgow	£155.90
24/04/2019 – Travel	Oyster card top-up while in London for business meeting	London	£30.00

Total £3462.18