

<u>Date</u>	<u>Reason</u>	<u>Location</u>	<u>Amount</u>
August 2015			
02/08/15 - 09/08/15 - Flights	Meetings and Lectures at Central University of Technology (CUT)	Cape Town	3,275.59
03/08/15 - 08/08/15 - Accommodation	Meetings and Lectures at Central University of Technology (CUT)	Bloemfontein	325.12
03/08/15 - Subsistence	Dinner visit to CUT	Cape Town	16.96
06/08/15 - Subsistence	Dinner visit to CUT	Cape Town	32.12
07/08/15 - Subsistence	Dinner with Heads of CUT	Cape Town	20.19
16/08/15 - 19/08/15 - Flights	RAK Project	Dubai	2,486.75
16/08/15 - 19/08/15 - Accommodation	RAK Project	Dubai	284.75
16/08/15 - Subsistence	RAK Project	Dubai	142.97
24/08/15 - 25/08/15 - Accommodation	Universities Scotland residential	Glasgow	118.00
			6,702.45
September 2015			
07/09/15 - 10/09/15 - Accommodation	Annual UUK Conference University of Surrey	Guildford	292.35
08/09/15 - Conference Fee	Annual UUK Conference University of Surrey	Guildford	440.00
08/09/15 - 10/09/15 - Flights	Annual UUK Conference University of Surrey	Guildford	420.55
08/09/15 – Train	Annual UUK Conference University of Surrey	Guildford	21.67
09/09/15 – Train	Annual UUK Conference University of Surrey	Guildford	39.64
22/09/15 – Subsistence	Dinner London Campus	Glasgow	151.45
25/09/15 - 04/10/15 Flights	TIMES Higher Conference	Melbourne	4,788.88
25/09/15 - Accommodation	TIMES Higher Conference	Dubai	117.24
30/09/15 – Taxi	TIMES Higher Conference	Melbourne	40.45
30/09/15 - Conference Registration	2015 The World Academic Summit	Melbourne	990.00
10/09/15 – Expenses	Sundry Expenses 10/09/15-09/10/15	Various	83.00
			7,385.23

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October 2015			
06/10/15 – Train	Leadership Foundation Board meeting	Manchester	112.47
08/10/15 - 09/10/15 - Accommodation	SRUC Reception & Dinner	Edinburgh	141.32
09/10/15 – Train	Carnegie Trust Executive Committee/AGM	Dunfermline	13.67
23/10/15 – Train	Business meetings in London	London	35.00
28/10/15 – Train	Scottish Parliament event	Edinburgh	9.95
31/10/15 - 08/11/15 – Flights	China Visit	Beijing	4,672.29
			4,984.70
November 2015			
01/11/15 - 03/11/15 - Accommodation	China Visit	Beijing	309.00
05/11/15 – Flight	China Visit	Pudong	242.10
05/11/15 - 06/11/15 - Accommodation	China Visit	Shanghai	141.90
06/11/15 - Accommodation	China Visit	Shanghai	51.80
24/11/15 - Train	LFHE Board meeting & London Campus meeting	London	65.12
24/11/15 - 27/11/15 - Accommodation	LFHE Board meeting & London Campus meeting	London	377.00
26/11/15 - Underground	LFHE Board meeting & London Campus meeting	London	30.00
26/11/15 – Subsistence	LFHE & London Campus meetings	London	19.03
27/11/15 – Flight	LFHE & London Campus meetings	London	138.11
26/11/15 - 03/12/15 - Expenses	Sundry Expenses	London	46.80
26/11/15 - 03/12/15 - Expenses	Sundry Expenses	London	115.00
			1,535.86

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December 2015			
03/12/15 – Flight	Million + meeting	London	210.65
08/12/15 – Hospitality	Dinner with new COO Susan Mitchell	Paisley	30.95
			241.60
January 2016			
12/01/16 – Hospitality	Dinner with new VP Prof Ehsan Mesbahi	Glasgow	114.00
20/01/16 - 21/01/16 – Flights	House of Commons event	London	207.95
20/01/16 - 21/01/16 – Accommodation	House of Commons event	London	136.68
20/01/16 – Travel	House of Commons event	London	30.00
20/01/16 – Train	House of Commons event	London	22.00
20/01/16 – Subsistence	House of Commons event	London	37.13
22/01/16 - 01/02/16 – Flights	Malaysia trip	Singapore	4,540.70
23/01/16 - 25/01/16 - Accommodation	Malaysia trip	Mahe Islands	286.78
24/01/16 – Subsistence	Malaysia trip	Mahe Islands	69.54
26/01/16 - 28/01/16 - Accommodation	Malaysia trip	Kuala Lumpur	256.50
26/01/16 – Miscellaneous	Malaysia trip	Kuala Lumpur	15.84
28/01/16 - 31/01/16 - Accommodation	Malaysia trip	Singapore	830.31
			6,547.43
February 2016			
04/02/16 - 05/02/16 - Accommodation	JSC meeting & Scottish Life Science Dinner	Edinburgh	81.00
05/02/16 - Car Parking	JSC meeting & Scottish Life Science Dinner	Edinburgh	20.00
			101.00

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March 2016			
02/03/16 – Flight	LFHE Board meeting & London Campus opening	London	94.60
02/03/16 – Train	LFHE Board meeting & London Campus opening	Glasgow	158.47
14/03/16 – Flight	London Campus visit & meeting	London	94.60
14/03/16 - 15/03/16 – Accommodation	London Campus visit & meeting	London	125.00
14/03/16 – Train	London Campus visit & meeting	London	22.00
15/03/16 – Train	London Campus visit & meeting	Glasgow	86.47
			581.14
April 2016			
06/04/16 – Flight	Imperial College London & HEAR Committee	London	218.74
11/04/16 - 12/04/2016 – Train	SFC Liaison meeting	Edinburgh	36.57
11/04/16 - 12/04/2016 - Accommodation	SFC Liaison meeting	Edinburgh	80.70
15/04/16 – Train	Meetings in Edinburgh	Edinburgh	26.97
			362.98
May 2016			
12/05/16 - 13/05/16 – Flights	Million + meeting AGM Dinner	London	255.75
12/05/16 - 13/05/16 – Accommodation	Million + meeting AGM Dinner	London	163.00
			418.75
June 2016			
11/04/16-23/06/16 – Expenses	Various	Various	34.00
23/06/16-24/06/16 – Flight	Times Higher Education Awards 2016	London	156.41
23/06/16-24/06/16 – Accommodation	Times Higher Education Awards 2016	London	144.00
24/06/16 – Train	Times Higher Education Awards 2016	London	24.00
			358.41

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July 2016			
23/06/16 - 06/07/16 – Expenses	Various	Various	85.00
01/07/16 – Conference Visa	Ghana Conference	Ghana	609.58
06/07/16 - 07/07/16 – Flight	ECSS Event	Vienna	408.63
06/07/16-07/07/16 – Subsistence	ECSS Event	Vienna	8.54
07/07/16 – Dinner	ECSS Event	Vienna	16.91
07/07/16 – Train	ECSS Event	Vienna	10.21
13/07/16 – Travel	Oyster Card top up	London	30.00
25/07/16 - 29/07/16 – Flight	Ghana Conference	Ghana	2,580.23
25/07/16 - 29/07/16 – Conference	Ghana Conference	Ghana	540.00
25/07/16 - 29/07/16 - Accommodation	Ghana Conference	Ghana	622.73
			4,911.83