<u>Date</u>	Reason	<u>Location</u>	<u>Amount</u>
December 2019			
02/12/2019 - Miscellaneous	Foreign Exchange Fee in relation to China partnership visit in November	N/A	£10.45
04/12/2019 – Travel	Flight to East Midlands for meeting	East Midlands	£68.21
04/12/2019 - Travel	Taxi from airport to hotel	Derby	£23.57
04/12/2019 – Accommodation	Accommodation for meeting	Loughborough	£98.20
04/12/2019 - Subsistence	Subsistence relating to meeting	Loughborough	£14.00
05/12/2019 - Travel	Taxi from meeting to hotel	London	£20.00
05/12/2019 - Travel	Taxi from hotel to railway station	Loughborough	£8.85
05/12/2019 – Travel	Rail ticket to London for meeting	Loughborough	£33.35
05/12/2019 – Accommodation	Hotel in London for meeting	London	£199.20

06/12/2019 – Travel Flight to Glasgow London £214.81

Total: £690.94