

FY	Trans.date	Acc(T)	Description	Amount	Type of Cost
FY19/20	09/08/2019	Overseas travel	Return flights for trip to China to visit Capital Normal, NUIST & BIT (* Business Class - see below) - September 2019	£4,200.92	Purchasecard
FY19/20	09/08/2019	Overseas travel	Internal Flights for China Trip - September 2019	£317.80	Purchasecard
FY19/20	18/09/2019	UK subsistence	Hotel Accommodation for the UUK New VC event (15.10.2019)	£180.00	Purchasecard
FY19/20	30/09/2019	UK travel	Loddon Cars (Return Journey to LHR)	£180.00	Invoice
FY19/20	11/10/2019	Overseas travel	Return Flights to visit the University of Reading, Malaysia Campus 1/5 Nov	£3,982.02	Purchasecard
FY19/20	27/10/2019	UK subsistence	Holiday Inn Birm City (04.12.2019)**	£155.10	Purchasecard
FY19/20	29/10/2019	UK travel	Kelly Executive Services (British Museum Annual Trustees Dinner 30.10.2019)	£216.00	Purchasecard
FY19/20	07/11/2019	Hospitality staff only	Lunch with a member of the Alumni Community (07.11.2019)	£19.73	Project Code
FY19/20	08/11/2019	Overseas travel	Visa Costs for trip to China	£360.40	Purchasecard
FY19/20	14/11/2019	UK travel	Train to Leeds for MOAP Dinner 16/17 Dec	£241.00	Purchasecard
FY19/20	15/11/2019	UK subsistence	Hotel Accommodation in Leeds for the MOAP Dinner (16.12.2019)	£96.30	Purchasecard
FY19/20	22/11/2019	Business entertaining	Lunch with Executive Director, Activate Learning (22.11.2019)	£30.10	Project Code
FY19/20	05/12/2019	UK travel	Train from Reading-Birmingham (10.09.2019) UUK Conference	£58.70	Expenses
FY19/20	05/12/2019	UK travel	Train from Reading-London (03.10.2019) BUFDG Conference & Santander Meeting	£49.20	Expenses
FY19/20	05/12/2019	UK travel	Train Reading-London (30.10.2019) British Museum Dinner	£12.00	Expenses
FY19/20	05/12/2019	UK travel	Train Reading-London (15.10.2019) UUK New VC Event	£19.75	Expenses
FY19/20	05/12/2019	UK travel	Train Reading-London (23.07.2019) Chinese Embassy visit for VISA	£12.00	Expenses
FY19/20	11/12/2019	Overseas subsistence	Friendship Hotel Beijing (15-18 September 2019)	£390.00	Expenses
FY19/20	18/12/2019	Overseas travel	Repayment of Difference between Economy & Business Class for trip to UoRM*	-£2,782.70	Repayment
FY19/20	18/12/2019	Petrol costs	Repayment of hotel for EA Activity **	-£150.00	Repayment
FY19/20	17/01/2020	UK subsistence	Hotel for UUK Spring mtg Glasgow (20.02.2020)	£74.00	Purchasecard
FY19/20	27/02/2020	UK subsistence	Repayment of hotel for EA Activity **	-£5.10	Repayment
FY19/20	03/03/2020	UK travel	UUK Spring Meeting in Glasgow Reading to Glasgow; The VC travelled first class but only claimed standard class @ £164.40 (equally divided, out and return) 21.01.20	£82.20	Expenses
FY19/20	03/03/2020	UK travel	UUK Spring Meeting in Glasgow Glasgow to Reading (22.02.20)	£82.20	Expenses
FY19/20	03/03/2020	UK travel	UoR/GUS in Mayfair, London Reading to Paddington (31.01.20)	£16.90	Expenses
FY19/20	03/03/2020	UK travel	UoR/GUS in Mayfair, London Paddington to Reading (31.01.20)	£13.60	Expenses
FY19/20	03/03/2020	UK travel	NLC-National Leadership Forum (NLF2020) Reading to Paddington (29.01.20)	£25.20	Expenses
FY19/20	03/03/2020	UK travel	NLC-National Leadership Forum (NLF2020) Paddington to Reading (29.01.20)	£25.10	Expenses
FY19/20	03/03/2020	UK travel	Invitation to Universities UK Dinner/Discussion Reading to Paddington (11.02.20)	£14.45	Expenses
FY19/20	03/03/2020	UK travel	Meeting with Sue Maple, Lay member of Council in the City of London Reading-Paddington (Return) (24.02.20)	£35.90	Expenses
FY19/20	03/03/2020	UK travel	Meeting to discuss LTIS in Euston, London Reading to Paddington (14.02.20)	£25.20	Expenses
FY19/20	03/03/2020	UK travel	Meeting to discuss LTIS in Euston, London Paddington to Reading (14.02.20)	£13.60	Expenses
FY19/20	03/03/2020	UK travel	Paddington to Reading (Meeting with Council Member) 21.01.20	£14.00	Expenses
FY19/20	03/03/2020	UK travel	Reading to Paddington return (Meeting with Council Member) 21.01.20	£55.90	Expenses
FY19/20	03/03/2020	UK travel	Reading to Egham (Royal Holloway Visit 29.05.2019)	£16.60	Expenses
FY19/20	03/03/2020	UK travel	Reading to Paddington (London Meetings 21.02.2020)	£22.50	Expenses
			Total Spend FY19/20	£8,100.57	
FY20/21	19/07/2021	Conference Registration Fees - Staff	UUK Annual Conference	£285.00	Purchase Card
			Total Spend FY20/21	£285.00	

N.B. The University of Reading does not provide a car or driver for the Vice-Chancellor. In accordance with our Travel and Other Expenses, Benefits, Hospitality and Gifts Policy, the Vice-Chancellor uses public transport wherever possible. On occasion the Vice-Chancellor will use taxis due to the nature or the time of the journey. The invoices from Kelly and Loddon Cars are monthly and often for multiple journeys.

The report shows the transaction date on which expenses were repaid and so on occasion the report may include costs relating to expenses in a different quarter.

* The Vice-Chancellor elected to fly Business Class and repaid the difference of £2,782.70 between economy and business class.

** The Vice-Chancellor repaid this as relates to Environment Agency work. NB repayment error meant that this shows across 2 lines.