

| FY21/22 | Trans.date | Acc(T) | Description | Amount | Type of Cost |
|---------|------------|-----------------------|---|----------------|---------------|
| Q1 | 28/10/2021 | UK subsistence | Hotel Accommodation for MOAP Dinner (Bristol 16.11.21) | £132.23 | Purchase Card |
| Q1 | 28/10/2021 | UK subsistence | Hotel Accommodation for THE Awards (London) 25.11.21 | £121.50 | Purchase Card |
| Q2 | 18/11/2021 | UK travel | MOAP Return Train Tickets (Reading to Bristol on 16 & 17.11.21) | £162.20 | Purchase Card |
| Q2 | 30/11/2021 | Business entertaining | Park House Lunch for 3 people (TVSP) | £36.14 | Purchase Card |
| Q2 | 30/11/2021 | UK subsistence | Gray Dawes Travel Admin Costs | £5.00 | Purchase Card |
| Q2 | 02/12/2021 | UK subsistence | Hotel Accommodation for THE Awards (London) 25.11.21 REFUND as not available on arrival | -£121.50 | Purchase Card |
| Q2 | 03/12/2021 | UK subsistence | Contribution to expenses for the MOAP VC DINNER from Met Office | -£85.00 | N/A |
| Q3 | 26/01/2022 | UK Travel | Taxi Costs £91.20 minus £33.00 which the VC repaid as taxi was for personal use | £58.20 | Purchase Card |
| | | | Total | £308.77 | |

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.

| FY | Trans.date | Acc(T) | Description | Amount | Type of Cost |
|----------------------------|------------|--------------------------------------|--|------------------|---------------|
| FY20/21 | 19/07/2021 | Conference Registration Fees - Staff | UUK Annual Conference | £285.00 | Purchase Card |
| Total Spend FY20/21 | | | | £285.00 | |
| 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 | Personal 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 | Personal 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 | |

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 personally repaid the difference of £2,782.70 between economy and business class.

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

| TT | Trans.date | Acc(T) | Text | Amount |
|--------------------|------------|--------------------------------------|--|------------------|
| Expenses | Q1 | N/A | Nil Return - no expenses claimed | £0.00 |
| Expenses | 15/11/2018 | UK travel | Reading to London Paddington (to sign the Governments Emissions Reduction Pledge 18.10.18) | £24.40 |
| Expenses | 15/11/2018 | UK travel | London Paddington to Reading (to sign the Governments Emissions Reduction Pledge 18.10.18) | £13.35 |
| Expenses | 23/11/2018 | Business entertaining | ECMWF Lunch (23.11.18) | £28.33 |
| Expenses | 31/01/2019 | Business entertaining | Cedars Hotel (Street Support Nighttime Visit 16/01/2019) | £73.95 |
| Expenses | 16/01/2019 | UK travel | Reading to London Paddington (UUK Members Meeting 07.12.18) | £24.40 |
| Expenses | 16/01/2019 | UK travel | London Paddington to Reading (UUK Members Meeting 07.12.18) | £13.35 |
| Expenses | 16/01/2019 | UK travel | Reading to London Paddington (HEPI Partner Event 19.11.18) | £18.70 |
| Expenses | 16/01/2019 | UK travel | Reading to London Paddington (Meeting re Planning Inquiry 06.12.18) | £24.40 |
| Expenses | 16/01/2019 | UK travel | London Paddington to Reading (Meeting re Planning Inquiry 06.12.18) | £13.35 |
| Expenses | 16/01/2019 | UK travel | Reading to Southampton (UUK Dinner 10.01.2019) | £22.85 |
| Expenses | 16/01/2019 | UK travel | Reading to London Paddington return (S10 Universities, VC Meeting 17.12.18) | £16.50 |
| Expenses | 31/01/2019 | UK travel | Loddon Cars | £9.60 |
| Purchase Card | 04/03/2019 | UK Travel | Premier Inn (Overnight accommodation for UUK Meeting 21.02.19) | £145.00 |
| Expenses | 11/03/2019 | Business entertaining | Dinner at Blandfords with UPP (£18.65 per head) | £74.59 |
| Expenses | 03/04/2019 | Business entertaining | Lunch at Blandfords with Matthew Judd, Head, Leighton Park (£7.50) | £15.00 |
| Expenses | 13/05/2019 | Business entertaining | Lunch at Blandfords with Luiz Neves, ECMWF | £32.59 |
| Expenses | 14/06/2019 | UK travel | Reading to London - Return train ticket (13/05/2019) | £12.95 |
| Expenses | 14/06/2019 | UK travel | Reading to London - Return train ticket (10/05/2019) | £49.20 |
| Expenses | 14/06/2019 | UK travel | Reading to London - Return train ticket (09/05/2019) | £49.20 |
| Expenses | 14/06/2019 | UK travel | Earley to Sandhurst - Return train ticket (01/04/2019) | £3.65 |
| Invoice | 31/05/2019 | UK travel | Loddon Cars - Journeys in May 2019 | £45.50 |
| Purchase Card | 26/06/2019 | UK subsistence | Conference hotel for UUK Conference - September 2019 | £129.00 |
| Purchase Card | 26/06/2019 | Conference Registration Fees - Staff | UUK Conference Fees - September 2019 | £285.00 |
| Purchase Card | 26/06/2019 | Conference Registration Fees - Staff | UUK Conference Fees Refund | -£274.04 |
| Purchase Card | 26/06/2019 | Conference Registration Fees - Staff | UUK Conference Fees - Corrected amount - September 2019 | £249.00 |
| Invoice | 31/07/2019 | UK travel | Loddon Cars - Journeys in July 2019 | £54.00 |
| Total Spend | | | | £1,153.82 |

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.