

SENIOR STAFF EXPENSES Quarter 1 2015-16 (Aug, Sep, Oct 2015)

Name Prof A Norval
Job title Pro-Vice-Chancellor (Education)

Date incurred	Amount £	Expense Type	Reason for expenditure
(DD Month)	(see note 1 below)	(see note 2 below)	(see note 3 below)
22-Sep-15	£28.24	Train Fare	Meeting in Cambridge.
22-Sep-15	£7.90	Car Park Fee	Meeting in Cambridge.

Notes

Expenses should include out of pocket expenses, i.e. where a member of the senior team pays for an item and claims the money back. Items paid for with corporate credit cards should also be included (please identify with * and add a foot note 'not out-of-pocket'). Travel, accommodation and other items booked and paid for on behalf of members of the senior team should be included and similarly identified as 'not out of pocket'.

① - amount in £ sterling (or specify other currency)

② - expense type - train fare, taxi fare, mileage (includes parking), subsistence, accommodation, flights. Expense type 'entertainment' should be used when expenditure was buying lunch for others

③ - reason - brief description, including name/location of event