

SENIOR STAFF EXPENSES Quarter 3 2019-20 (February, March and April 2020)

Name	Anthony Forster		
Position	Vice-Chancellor		
Date	Amount £	Expense Type	Reason for expenditure
(DD Month)	(see note 1 below)	(see note 2 below)	(see note 3 below)
27-Feb	13.74	Taxi	Taxi from University Campus to Wivenhoe train station - attended Essex Partners Board meeting in Chelmsford*
27-Feb	22.50	Train	Return train ticket: Wivenhoe to Chelmsford / Chelmsford to Colchester - attended Essex Partners Board meeting*
27-Feb	13.74	Taxi	Taxi from Colchester Station to University Campus - attended Essex Partners Board meeting*
01-Mar	340.20	Taxi	Taxi for Anthony Forster and Joanne Rogers - from University Campus to London Heathrow Airport (return) for Advanced Institutional Visit to Columbia, Mexico and US. A taxi was taken as the University driver was on leave at the time*
01-Mar	3810.11	Flights	London Heathrow to Bogota / return: San Francisco to London Heathrow - Advanced Institutional Visit to Columbia, Mexico and US*
01-Mar	454.27	Accommodation	Hotel De La Opera, Bogota (3 nights) - Advanced Institutional Visit to Columbia, Mexico and US*
01-Mar	9.52	Food/Beverage	Dinner purchased at Hotel De Le Opera during Advanced Institutional Visit to Columbia, Mexico and US*
04-Mar	577.40	Flights	Bogota to Monterrey - Advanced Institutional Visit to Columbia, Mexico and US*
04-Mar	416.93	Accommodation	Crowne Plaza, Monterrey (3 nights) - Advanced Institutional Visit to Columbia, Mexico and US. This was curtailed by 1 night to travel to Mexico early in preparation for Alumni event. Cost was non-refundable*
07-Mar	157.30	Flights	Monterrey to Mexico City - Advanced Institutional Visit to Columbia, Mexico and US. This flight was changed as the stay in Monterrey was curtailed by 1 day to give sufficient time to prepare for an Alumni event in Mexico. Cost was non-refundable*
06-Mar	122.80	Flights	Monterrey to Mexico City - Advanced Institutional Visit to Columbia, Mexico and US. Replacement flight (as above)*
06-Mar	784.35	Accommodation	Hotel Camino Real Polanco, Mexico (5 nights) - Advanced Institutional Visit to Columbia, Mexico and US*
08-Mar	72.29	Food/Beverage	Breakfast (x3) and dinner (x1) purchased 8, 9 and 10 March at Hotel Camino Real Polanco during Advanced Institutional Visit to Columbia, Mexico and US*
11-Mar	614.60	Flights	Mexico City to San Francisco - Advanced Institutional Visit to Columbia, Mexico and US. The visit was curtailed due to the outbreak of Coronavirus and the need to ensure travellers' safety. The flight was cancelled. Cost was non-refundable*
11-Mar	423.99	Accommodation	Marines' Memorial Club Hotel, San Francisco (2 nights) - Advanced Institutional Visit to Columbia, Mexico and US. The visit was curtailed due to the outbreak of Coronavirus and the need to ensure travellers' safety. The reservation was cancelled. Cost was non-refundable*
11-Mar	1094.20	Flights	Mexico City to London Heathrow - Advanced Institutional Visit to Columbia, Mexico and US. Return flight booked as visit was curtailed due to the Coronavirus outbreak and the need to ensure travellers' safe return to the UK*

*not out of pocket expenses