

**SENIOR STAFF EXPENSES Quarter 3 2018-19 (Feb, March, April 2019)**

Name	Bryn Morris		
Job title	Registrar and Secretary		
Date incurred (DD Month)	Amount £ (see note 1 below)	Expense Type (see note 2 below)	Reason for expenditure (see note 3 below)
2019			
08-Feb	£50.40	Mileage	Southend Campus meeting and working
08-Feb	£6.70	Car Parking	Southend Meeting
20-Feb	£2,979.72	Overseas Flight	Flights LHeathrow to Beijing/Shanghai to London Heathrow, Advanced visit to China*
25-Feb	£231.70	Overseas internal flight	Internal flight Beijing to Xi'An Advanced Institutional Visit to China*
26-Feb	£210.70	Overseas internal Flight	Internal flight Xi'An to Shanghai Advanced Institutional Visit to China*
21-Feb	£615.49	Accommodation	Hotels in Beijing & Xi'An*
26-Feb	£8.15	Overseas subsistence	Refreshments*
01-Mar	£25.20	Mileage	Writtle Audit Committee Meeting
28-Mar	£50.40	Mileage	Southend Forum Business Meeting
28-Mar	£5.40	Car Parking	Southend Meeting
01-Apr	£484.38	Conference	AHUA Conference*
12-Apr	£50.40	Mileage	Southend Campus meeting and working
12-Apr	£6.70	Car Parking	Southend Meeting
25-Apr	£33.20	Train Ticket	Awards event in London*
25-Apr	£4.00	Car Parking	To attend the Awards event

\*'Not out of pocket'