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

<table>
<thead>
<tr>
<th>Date incurred</th>
<th>Amount £</th>
<th>Expense Type</th>
<th>Reason for expenditure</th>
</tr>
</thead>
<tbody>
<tr>
<td>20-Aug-15</td>
<td>£462.00</td>
<td>Conference Fees</td>
<td>Attend The 6th Annual Research and Innovation Event</td>
</tr>
<tr>
<td>15-Oct-15</td>
<td>£280.80</td>
<td>Conference Fees</td>
<td>Attend Science Summit</td>
</tr>
</tbody>
</table>

**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