

## Expenses: Jane Madeley, Chief Financial Officer

Financial Year = 1 August to 31 July and Quarters = Aug-Oct / Nov-Jan / Feb-Apr / May-Jul

### 2018-19

Date (of travel)	Amount (£)	Type	Detail (destination of travel)	Payment Type (either "Pre-Booked" or "Expenses")	Notes (ie.no of nights / no of guests / when used "other" add a description ie. transfer)
06/08/2018	£20.00	car	Leeds-Wakefield	Expenses	
24/08/2018	£23.20	car	Leeds-York	Expenses	
12/09/2018	£7.50	car	Leeds	Expenses	
28/09/2018	£23.20	car	Leeds-York	Expenses	
18/10/2018	£15.00	taxi	Leeds-Home	Expenses	2 passengers (Jane and Lisa Roberts)
07/11/2018	£222.00	rail travel	Leeds-London	Pre-Booked	
07/11/2018	£7.00	taxi	Station-Univ	Expenses	
19/11/2018	£277.00	rail travel	Leeds-London	Pre-Booked	
20/11/2018	£15.00	taxi	Home-Leeds	Expenses	
	£22.00	taxi	station-Home	Expenses	
	£5.95	subsistence	Leeds-London	Expenses	
12/12/2018	£334.00	rail travel	Leeds-London	Pre-Booked	
13/12/2018	£15.00	taxi	Home-Leeds	Expenses	
	£20.00	taxi	station-Home	Expenses	
07/01/2019	£174.00	rail travel	Leeds-London	Pre-Booked	
08/01/2019	£14.00	taxi	Home-Leeds	Expenses	

	£20.00	taxi	station-Home	Expenses	
30/01/2019		car	Leeds-Nottingham	Expenses	
26/02/2019		rail travel	Leeds-London	Pre-Booked	
26/02/2019	£6.00	taxi	Univ - station	Expenses	
26/02/2019	£166.00	accommodation	London	Pre-Booked	
27/02/2019	£5.00	taxi	Station - Univ.	Expenses	
28/02/2019	£25.00	Other (please note in description)	Leeds	Expenses	
06/03/2019	£9.50	Other (please note in description)	Leeds	Expenses	
21/03/2019	£229.00	rail travel	Leeds-London	Pre-Booked	
21/03/2019	£22.00	Other (please note in description)	London	Expenses	
21/03/2019	£20.00	taxi	London	Expenses	
26/03/2019	£20.00	taxi	Leeds	Expenses	
02/04/2019	£177.00	Institutional entertaining	Leeds	Expenses	
04/04/2019	£15.00	taxi	Leeds	Expenses	
04/04/2019	£20.00	taxi	Leeds	Expenses	
05/04/2019	£6.50	Other (please note in description)	Leeds	Expenses	
04/04/2019	£218.00	rail travel	Leeds-London	Pre-Booked	
30/04/2019	£385.00	rail travel	Leeds-London	Pre-Booked	
30/04/2019	£15.00	taxi	Leeds	Expenses	
30/04/2019	£19.60	taxi	Leeds	Expenses	
10/06/2019	£13.50	Institutional entertaining	Leeds	Expenses	

17/07/2019	£175.00	event	Woburn House, London	Pre-Booked	
18/06/2019	£215.50	rail travel	Leeds-London	Pre-Booked	
18/06/2019	£15.00	taxi	Leeds	Expenses	
18/06/2019	£6.00	taxi	Leeds	Expenses	
24/06/2019	£282.00	rail travel	Leeds-London	Pre-Booked	
24/06/2019	£20.00	taxi	Leeds	Expenses	
17/07/2019	£245.00	rail travel	Leeds-London	Pre-Booked	