

Expenses: Jane Madeley, Chief Financial Officer

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

2016-17

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)
01/08/2016	£100.00	other (please note in description)		Expenses	University donation to TeamAA as per emails between Roger Gair and Jane Madeley
08/08/2016	£44.00	other (please note in description)			Subscription: FT online access
08/09/2016	£44.00	other (please note in description)			Subscription: FT online access
16/09/2016	£9.00	other (please note in description)	Leeds	Expenses	Car parking
22/09/2016	£16.00	taxi	Leeds-Home	Expenses	N/A
08/10/2016	£44.00	other (please note in description)			Subscription: FT online access
18/10/2016	£226.50	rail travel	Leeds-London	Pre-booked	N/A
18/10/2016	£5.00	taxi	Leeds-Univ.	Expenses	N/A
31/10/2016	£284.50	rail travel	Leeds-London	Pre-booked	N/A
02/11/2016	£56.50	rail travel	Leeds-Manchester	Pre-booked	N/A
02/11/2016	£29.00	rail travel	Manchester-Leeds	Pre-booked	N/A
03/11/2016	£10.00	taxi	Manchester	Expenses	N/A

03/11/2016	£10.00	taxi	Manchester	Expenses	N/A
08/11/2016	£44.00	other (please note in description)			Subscription: FT online access
16/11/2016	£9.00	car	Leeds	Expenses	N/A
28/11/2016	£186.50	rail travel	Leeds-London	Pre-booked	N/A
28/11/2016	£15.00	taxi	Leeds-London	Expenses	N/A
28/11/2016	£17.00	taxi	Leeds-London	Expenses	N/A
28/11/2016	£5.49	subsistence	Leeds-London	Expenses	N/A
28/11/2016	£3.75	subsistence	Leeds-London	Expenses	N/A
01/12/2016	£186.00	rail travel	Leeds-London	Pre-booked	N/A
08/12/2016	£44.00	other (please note in description)			Subscription: FT online access
16/12/2016	£257.50	rail travel	Leeds-London	Pre-booked	N/A
03/01/2017	£355.00	other (please note in description)		Expenses	N/A
08/01/2017	£44.00	other (please note in description)			Subscription: FT online access

27/01/2017	£254.00	rail travel	Leeds-London	Pre-booked	N/A
07/02/2017	£266.50	rail travel	Leeds-London	Pre-booked	See notes re: refund/reimbursement
08/02/2016	£44.00	other (please note in description)			Subscription: FT online access
08/02/2017	£7.00	car	Leeds	Expenses	Car parking
20/02/2017	£56.30	rail travel	Leeds-Edinburgh	Pre-booked	N/A
20/02/2017	£22.40	rail travel	Leeds-Edinburgh	Pre-booked	N/A
20/02/2017	£155.00	rail travel	Edinburgh-Leeds	Pre-booked	N/A
20/02/2017	£8.00	taxi	Leeds-Edinburgh	Expenses	N/A
20/02/2017	£6.00	taxi	Leeds-Edinburgh	Expenses	N/A
08/03/2017	£7.00	car	Leeds	Expenses	N/A
08/03/2017	£44.00	other (please note in description)		Expenses	
08/03/2017	£18.00	car	Leeds	Expenses	N/A
15/03/2017	£196.00	rail travel	Leeds-London	Pre-booked	N/A
15/03/2017	£5.00	taxi	Leeds-London	Expenses	N/A
15/03/2017	£13.00	taxi	Leeds-London	Expenses	N/A
15/03/2017	£15.00	taxi	Leeds-London	Expenses	N/A

16/03/2017	£195.02	accommodation	Leeds-London	Expenses	1 night
17/03/2017	£254.50	rail travel	Leeds-London	Pre-booked	N/A
17/03/2017	£18.00	taxi	Leeds-London	Expenses	N/A
29/03/2017	£196.00	rail travel	Leeds-London	Pre-booked	N.B. Travellers were Jane Madeley and Francesca Fowler
25/04/2017	£8.93	subsistence	Leeds-Swindon	Expenses	N/A
25/04/2017	£539.00	rail travel	Leeds-London	Pre-booked	N/A
27/04/2017	£270.00	rail travel	Leeds-London	Pre-booked	N/A
27/04/2017	£15.00	taxi	Leeds-London	Expenses	N/A
27/04/2017	£18.00	taxi	Leeds-London	Expenses	N/A
15/06/2017	£5.00	taxi	Leeds-London	Expenses	N/A
14/06/2017	£199.00	accommodation	Leeds-London	Pre-booked	1 night
14/04/2017	£232.00	rail travel	Leeds-London	Pre-booked	N/A
20/06/2017	£7.60	mileage	Leeds-Bradford	Expenses	N/A
08/07/2017	£46.00	other (please note in description)		Expenses	