

Date	From	To	Mode of Travel	Item details or reason	Car Travel Costs	Other Travel Costs	Subs. Allnce.
17-May-17	Banbury train station	Cardiff Central station	train	Ticket unable to be booked via redferns		£27.70	
17-May-17				day subsistence over 10 hours		£7.70	
17-May-17	Cardiff Central train station	Welsh Government meeting	taxi	travel with a member of SMT to a meeting-heave bags		£6.00	
17-May-17	Cardiff Central train station	Banury train station	train	travel home from Cardiff meeting			
02-Jun-17	Coventry train station	Meeting in Coventry	taxi	heavy meeting material		£25.00	
06-Jun-17	London office	London meeting	taxi	travelled with staff to a meeting-running late		£18.00	
14-Jun-17	Banbury train station	Manchester office	train	overnight subsistence		£21.00	
15-Jun-17				overnight subsistence		£21.00	
15-Jun-17	Manchester	Staffordshire	car	speaking engagement	£23.40		
16-Jun-17				day subsistence more than 10 hours		£9.30	
16-Jun-17	Staffordshire	Banbury	car	travel home from speaking engagement	£37.80		
18-Jun-17	Banbury train station	Manchester office	train	paid for 1st class upgrade as no other seating available		£15.00	
18-Jun-17				overnight subsistence		£21.00	
18-Jun-17	Manchester station	hotel	taxi	heavy luggage		£6.00	
19-Jun-17				overnight subsistence		£21.00	
20-Jun-17	Manchester station	London	train	travel to meeting in London			
10-Jul-17	Banbury	Crew Minshull	car	travel from home to Crewe for Manchester meetings	£49.50		
10-Jul-17				overnight subsistence			£12.28
11-Jul-17				parking at Crewe station			£12.00
11-Jul-17	Crew station	Manchester office	train	travel to meetings and return		£9.90	
11-Jul-17				overnight subsistence			£14.15
12-Jul-17	Crew station	Manchester office	train	travel to meetings and return		£9.90	
13-Jul-17				parking at Crewe station			£12.00
13-Jul-17	Crew station	Manchester office	train	travel to meetings and return		£9.90	
13-Jul-17	Crew station	Banbury	car	travel home from meetings	£49.50		
19-Jul-17			taxi	travel to urgent meeting		£15.00	
03-Jul-17				Work conference Barcelona-overnight subsistence		£21.00	
04-Jul-17				Work conference Barcelona-overnight subsistence		£21.00	
05-Jul-17				Work conference Barcelona-overnight subsistence		£21.00	
06-Jul-17				Work conference Barcelona-overnight subsistence		£21.00	
07-Jul-17				baggage allowance was not included on original booking		£35.00	
09-Aug-17	Banbury	Buckinghamshire	car	travel for a meeting	£9.68		£2.00
09-Aug-17				parking for meeting			£24.85
09-Aug-17				Business lunch meeting			
09-Aug-17	Buckinghamshire	Banbury	car	return from meeting	£9.68		£7.00
10-Aug-17	Manchester station	Manchester office	taxi	taxi to meeting in Manchester			£6.00
15-Aug-17	London office	London meeting	taxi	last minute meeting			£21.00
23-Aug-17	Banbury	Manchester office	train	overnight subsistence			
24-Aug-17	Manchester station	Banbury	train				£8.00
31-Aug-17	London office	London meeting	taxi	running late			£15.75
31-Aug-17				Business lunch meeting			
08-Sep-17	Euston station	London meeting	taxi	heavy luggage			£17.00
12-Sep-17	Banbury	Crew Minshull	car		£49.50		
12-Sep-17				toll road		£5.90	
13-Sep-17				parking at crewe station			£12.00
13-Sep-17	Crew station	Manchetser station	train	travel to meeting		£10.05	
14-Sep-17	Crew station	Manchetser station	train	travel to meeting		£10.05	
10-Oct-17	Birmingham	Manchester	train	upgrade to first class as no seats		£38.85	
11-Oct-17	Manchester	Banbury	train	day subsistence more than 10 hours			£9.30
20-Oct-11	London office	London meeting	taxi	running late		£15.00	
07-Nov-17	Marylebone station	london venue	taxi	travel to a London speaking engagement-train delayed		£23.00	
09-Nov-17	London office	Marylebone station		day subsistence-speaking engagement			£9.30
30-Nov-17	Banbury	Derbyshire	car	travel to speaking engagement	£41.40		
30-Nov-17	Derbyshire	Banbury	car	travel back from speaking engagement	£41.40		
13-Dec-17	London office	London meeting	taxi	travel to annual report lauch with heavy printing		£7.00	
13-Dec-17				Business meeting lunch			£19.00
13-Dec-17	London meeting	London office	taxi	travel back from meeting with staff		£10.00	
27-Jan-18				office chair for home working			£62.50
08-Feb-18				paper for home working			£26.89
				TOTALS	£311.85	£482.25	£291.02
						£1,085.12	