

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

**Name** Prof Heather Laurie  
**Job title** Pro-Vice-Chancellor (Research Designate)

<b>Date incurred</b>	<b>Amount £</b>	<b>Expense Type</b>	<b>Reason for expenditure</b>
(DD Month)	(see note 1 below)	(see note 2 below)	(see note 3 below)
20-Aug-15	£462.00	Conference Fees	Attend The 6th Annual Research and Innovation Event
15-Oct-15	£280.80	Conference Fees	Attend Science Summit

### 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