

**SENIOR STAFF EXPENSES Quarter 2 2016-17 (Nov, Dec 2016, Jan 2017)****Name** Prof A Norval**Position** Pro-Vice-Chancellor (Education)

<b>Date incurred</b> (DD Month)	<b>Amount £</b> (see note 1 below)	<b>Expense Type</b> (see note 2 below)	<b>Reason for expenditure</b> (see note 3 below)
3.11.16	£74.09	Train Fare	HEA Developmental Programme in Birmingham
11.11.16	£139.00	Hotel	House of Lords SeNNS meeting followed by The Future of Learning Gain the in the Higher Education Landscape the following day.
18.11.16	£61.84	Train Fare	HESA Meeting in central London 30.11.16
8.12.16	£39.24	Train Fare	SeNNS Event at House of Lords 12.12.16
8.12.16	£40.60	Train Fare	The Future of Learning Gain at the HE Landscape in London 13.12.16
24.11.16	£7.50	Taxi Fare	Home to station for HEA Exec Dev Training in B'ham
25.11.16	£8.60	Taxi Fare	Station to home for HEA Exec Dev Training in B'ham
9.12.16	£20.00	Working lunch	TEF meeting 16.12.16
9.12.16	£20.00	Working lunch	TEF Meeting 9.1.17
5.1.17	£54.79	Train Fare	HEA Developmental Programme in Birmingham 19 - 20.1.17
5.1.17	£54.79	Train Fare	HEA Developmental Programme in Birmingham 23-24.2.17
19.1.17	£11.20	Catering	Internal meeting - Review and Refine DRAFT EAP (7 internal members of staff)
27.1.17	£12.12	Train Fare	S10 Dinner & meeting in London on 2.2.17. Aletta could not attend due to ill health, train tickets cancelled however £10 charge for administration and £2.12 for booking and handling fees.
8.12.17	£12.60	Cab fare	DVC / ED / PVC Evening dinner meeting in Colchester