

## SENIOR STAFF EXPENSES Quarter 3 2017-18 (Feb, March, April 2018)

**Name** Bryn Morris  
**Job title** Registrar and Secretary

**Date incurred** (DD Month)      **Amount £** (see note 1 below)      **Expense Type** (see note 2 below)      **Reason for expenditure** (see note 3 below)

2018

Date incurred (DD Month)	Amount £ (see note 1 below)	Expense Type (see note 2 below)	Reason for expenditure (see note 3 below)
			Study tour of US Universities to identify best practices to inform future development of professional services at the University of Essex, as part of the University's strategic planning process.*
20-Feb	£726.71	Flight Overseas inc. 1x internal flight	
20-Feb	£17.73	Taxi Overseas	Taxi from airport to hotel Indigo*
20-Feb	£35.95	Hotel Overseas	Indigo Hotel x two nights*
22-Feb	£143.80	Subsistence	Dinner for four persons Morris, Morgan, Virdee & Murphy*
22-Feb	£16.62	Taxi Overseas	Taxi from hotel Indigo to Johns Hopkins*
22-Feb	£24.30	Hotel subsistence	Hotel Indigo Dinner Morris, Morgan, Virdee & Murphy*
23-Feb	£8.25	Hotel subsistence	Hotel Indigo Breakfast Morris, Morgan, Virdee & Murphy*
23-Feb	£25.16	Subsistence	Dinner for three persons Morris, Morgan & Virdee*
23-Feb	£31.01	Taxi Overseas	Taxi to Washington for Morris, Morgan, Virdee & Cuthill*
23-Feb	£442.25	Hotel Overseas	Hyatt Place DC Downtown, Washington x 3 nights + booking fees*
24-Feb	£27.86	Subsistence	Subsistence for four persons Morris, Morgan, Virdee & Cuthill*
22-Feb	£39.05	Taxi Overseas	Taxi from Hotel Indigo to University of Maryland four persons*
25-Feb	£6.70	Hotel subsistence	Hotel Indigo Breakfast Morris, Morgan, Virdee & Murphy*
25-Feb	£8.98	Taxi Overseas	Taxi for four people*
25-Feb	£162.50	Car Hire	Car Hire UK*
25/02/2018- 02/03/2018	£739.50	Hotel Overseas	Hotel Washington Duke Inn x 5 nights*
25-Feb	£11.06	Parking	At hotel*
26-Feb	£11.06	Parking	At hotel*
27-Feb	£15.06	Hotel subsistence	Breakfast*
27-Feb	£11.06	Parking	At hotel*
28-Feb	£15.06	Hotel subsistence	Breakfast*
28-Feb	£11.06	Parking	At hotel*
01-Mar	£13.87	Hotel subsistence	Breakfast*

01-Mar	£9.02	Hotel subsistence	Refreshments*
02-Mar	£15.06	Hotel subsistence	Breakfast*
02-Mar	£7.50	Hotel subsistence	Refreshments*
02-Mar	£37.53	Hotel subsistence	*
02-Mar	£18.84	Travel Overseas	Fuel*
02-Mar	£67.62	Car Hire	Hertz Rent a Car*
	£4.31		Hertz Toll Charge-ATS*
20-Mar	£40.30	Train	House of Commons, Bernard Jenkins & Priti Patel*
23-Mar	£25.20	Mileage	Writtle Governing Body Meeting
16-Apr	£50.40	Mileage	Working in Southend Campus
16-Apr	£5.00	Car Parking	Working in Southend Campus
26-Apr	£53.10	Mileage	Loughton Campus
27-Apr	£50.40	Mileage	Working Southend Campus
27-Apr	£4.20	Car Parking	Working Southend Campus
30-Apr	£68.00	Train Journey Outbound	Cardiff University Conference Speaker*

\*'Not out of pocket'