

**SENIOR STAFF EXPENSES Quarter 2 2018-19 (Nov, Dec, Jan 2018)**

**Name** Anthony Forster  
**Job title** Vice-Chancellor

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

2018/19

Date incurred <small>(DD Month)</small>	Amount £ <small>(see note 1 below)</small>	Expense Type <small>(see note 2 below)</small>	Reason for expenditure <small>(see note 3 below)</small>
20-Nov	£34.50	Train fare	Dinner with the Chancellor, London*
28-Nov	£20.00	Train fare	Oyster card top up *
29-Nov	£30.00	Train fare	Times Higher Education Awards, London*
09-Dec	£41.24	Travel Fee	Visa Fee, Advanced Institutional visit to Kenya & Ghana*
09-Dec	£143.50	Travel fee	Visa Fee, Advanced Institutional visit to Kenya & Ghana*
09-Dec	£5,415.60	Plane Travel	Return flight from London to Nairobi, Advanced Institutional visit to Kenya & Ghana*
09-Dec	£519.41	Accommodation	Sankara Nairobi Hotel (2 nights), Advanced Institutional Visit to Kenya & Ghana*
11-Dec	£144.36	Accommodation	Crowne Plaza Nairobi Airport Hotel (1 night), Advanced Institutional Visit to Kenya & Ghana*
20-Dec	£86.00	Entertainment	Lunch with former Chair of Council, David Boyle and Angela Boyle *
12-Dec	£1,130.30	Plane Travel	Flight from Nairobi to Accra, Advanced Institutional visit to Kenya & Ghana*
13-Dec	£46.00	Car Travel	VC, Prof. Anthony Forster, Dean of Partnerships, Prof. Dominic Micklewright and Regional International Officer, Arinze Odiari, Taxi transfer from Movenpick Ambassador Hotel Accra to Fiesta Royal Hotel, Advanced Institutional Visit to Kenya & Ghana*
13-Dec	£577.49	Accommodation	Movenpick Ambassador Hotel Accra (2 nights), Institutional visit to Kenya & Ghana *
18-Dec	£131.60	Plane Travel	Flight from London Heathrow to Brussels, attendance at YUFE Executive Meeting in Brussels*
18-Dec	£169.31	Accommodation	Leopold Hotel (1 night), attendance at YUFE Executive Meeting Brussels*
19 Dec	£80.00	Train fare	Attendance at YUFE Executive Meeting in Brussels*
19-Dec	£7.67	Accommodation Fee	City tax paid for Professor Forster and Esmee Wilcox (Strategy Fellow, Essex County Council)*
02-Jan	£325.68	Travel Fee	Visa fee, Advanced Institutional Visit to India & Sri Lanka*
02-Jan	£4,275.13	Plane Travel	Flight from London to New Delhi and return flight from Colombo to London, Advanced Institutional Visit to India & Sri Lanka*
03-Jan	£54.95	Car Travel	VC, Prof. Anthony Forster, Director of Communications and External Relations, Vanessa Potter, International Partnerships Officer, Sally Day, Taxi transfer from Delhi International Airport to the Oberoi Hotel, Advanced Institutional Visit to India & Sri Lanka*
03-Jan	£196.00	Accommodation	The Oberoi Gurgaon Hotel (1 night), Advanced Institutional Visit to India & Sri Lanka*
04-Jan	£486.67	Accommodation	The Shangri La's Eros Hotel (3 nights), Advanced Institutional Visit to India & Sri Lanka*
07-Jan	£105.50	Plane Travel	Flight from New Delhi to Bangalore, Advanced Institutional Visit to India & Sri Lanka*
07-Jan	£136.00	Accommodation	Hyatt Centric MG Road Bangalore (2 nights), Advanced Institutional Visit to India & Sri Lanka*
09-Jan	£121.60	Plane Travel	Flight from Bangalore to Colombo, Advanced Institutional Visit to India & Sri Lanka*
09-Jan	£381.72	Accommodation	Kingsbury Hotel Colombo (2 nights), Advanced Institutional Visit to India & Sri Lanka*
11-Jan	£97.75	Car Travel	VC, Prof. Anthony Forster, Director of Communications and External Relations, Vanessa Potter, International Partnerships Officer, Sally Day and Regional international officer, Sandeep Sharma, Taxi transfer from the Kingsbury Hotel to Colombo Airport, Advanced Institutional Visit to India & Sri Lanka*
17-Jan	£26.00	Hospitality	TMP Dinner at University of Suffolk *
28-Jan	£55.30	Train fare	China Visa Appointment, London *
28-Jan	£182.00	Travel Fee	Chinese Visa fee, Advanced Institutional Visit to China
29-Jan	£25.80	Train fare	Dinner with Unite Students, London *

\*'Not out of pocket'