

SENIOR STAFF EXPENSES Quarter 2 2018-19 (Nov, Dec, Jan 2019)

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)

2018/19

09-Nov	£30.60	Mileage	Writtle Audit Committee Meeting
20-Nov	£34.50	Train Ticket	Alumni Reception, London
29-Nov	£367.60	Entertainment	The Times Higher Awards Event
14-Dec	£50.40	Mileage	Working in Southend
14-Dec	£6.70	Car Parking	Working in Southend
2019			
18-Jan	£102.60	Mileage	Meeting with University of Surrey & Essex County Council
25-Jan	£61.30	Train Ticket	London to Chinese Embassy-application for Visa
25-Feb	£151.00	Travel Visa	Visa for proposed visit to China
28-Jan	£29.25	Mileage	Independent Technical Evaluator Discussion- Essex County Hall, Chelmsford
28-Jan	£2.50	Car Parking	Meeting Essex County Council, Chelmsford
30-Jan	£27.70	Entertainment	Working lunch with Council member
31-Jan	£4.50	Mileage	NEGC Steering Group Meeting, Colchester

*'Not out of pocket'