

**SENIOR STAFF EXPENSES Quarter 1 2019-20 (August, September and October 2019)**

Name	Anthony Forster		
Position	Vice-Chancellor		
Date incurred (DD Month)	Amount £ (see note 1 below)	Expense Type (see note 2 below)	Reason for expenditure (see note 3 below)
08-Sep	£4,309.42	Flights	Flights from London Heathrow to Hong Kong to London Heathrow, Advanced Institutional Visit to Hong Kong*
08-Sep	£231.40	Flights	Cost to amend return flight - resulting from anticipated disruption in Hong Kong on the weekend of 14-15 September 19*
08-Sep	£129.00	Flights	Flight change fee (as above) - resulting from anticipated disruption in Hong Kong on the weekend of 14-15 September 19*
08-Sep	£2,065.92	Accommodation	Conrad Hotel (4 nights) - Advanced Institutional Visit to Hong Kong. More expensive accommodation in a central location, in the Admiralty area, was selected to minimise travel to and from meetings as a result of disruption in Hong Kong during the visit*
10-Oct	£332.55	Flights	Participation in launch and Strategy Board Meeting for YUFE (Young Universities for the Future of Europe) in Cyprus*
10-Oct	£97.69	Accommodation	Participation in launch and Strategy Board Meeting for YUFE (Young Universities for the Future of Europe) in Cyprus*
15-Oct	£4,405.72	Flights	Flights from London Heathrow to Xianyang and Hong Kong to London Heathrow, Advanced Institutional Visit to China*
17-Oct	£403.40	Flights	Internal flights - Xianyang to Shanghai Hongqiao International (17-Oct) and Shanghai Hongqiao International to Chongqing (20-Oct)*
17-Oct	£93.55	Taxi	Advanced Institutional Visit to China - 3 passengers from Shanghai airport to the Ritz Carlton hotel in Shanghai*
16-Oct	£141.66	Accommodation	Crowne Plaza Xian (1 night) - Advanced Institutional Visit to China*
17-Oct	£1,037.38	Accommodation	The Ritz-Carlton Shanghai, Pudong (3 nights) - Advanced Institutional Visit to China. To accommodate the need for a larger venue for the University's alumni event and to minimise travel in Shanghai, the VC was accommodated in a more expensive hotel, along with three colleagues organising two events held at the hotel. Included as part of the package, the hotel also provided a meeting room for a conference meeting with the VC and journalists*
20-Oct	£110.26	Accommodation	Radisson Blu Hotel Chongqing Shapingba (1 night) - Advanced Institutional Visit to China*
21-Oct	£183.70	Flights	Internal flights - Chongqing to Guangzhou Baiyun International*
21-Oct	£125.91	Accommodation	Hilton Guangzhou Baiyun (1 night) - Advanced Institutional Visit to China*

\*not out of pocket expenses