

Dominic Shellard – Vice-Chancellor  
 2017/18  
 Business expenses

<i>Month</i>	<i>Total</i>	<i>Breakdown</i>	<i>Description</i>
<b>August 2017</b>	<b>£14.32</b>	<i>£14.32</i>	Taxi - Berlin (#DMU Global)
<b>March 2018</b>	<b>£42.24</b>	<i>£22.64</i> <i>£19.60</i>	Subsistence - Hong Kong Subsistence - China
<b>June 2018</b>	<b>£97.48</b>	<i>£19.44</i> <i>£78.04</i>	Subsistence - New York Business lunch - New York
<b>July 2018</b>	<b>£105.30</b>	<i>£105.30</i>	Mileage claim - business meeting, Manchester
<b>Total</b>	<b>£259.34</b>		

Dominic Shellard – Vice-Chancellor  
2017/18  
Corporate credit card expenses

<i>Month</i>	<i>Total</i>	<i>Breakdown</i>	<i>Description</i>
<b>August 2017</b>	£172.00	£172.00	Air Travel (New York) - flight taxes only
<b>September 2017</b>	<b>£253.00</b>	£143.00 £85.00 £25.00	Parking - Heathrow Air Travel (Zurich) - flight taxes only Air Travel (Zurich) - flight taxes only
<b>October 2017</b>	£91.80	£81.80 £10.00	Subsistence - Leicester with Governor Air Travel (Zurich) - flight taxes only
<b>November 2017</b>	£207.48	£174.00 £33.48	Accommodation & Parking (London) Subsistence - Bangkok
<b>December 2017</b>	<b>£41.55</b>	£41.55	Subsistence - (London) with Governor
<b>January 2018</b>	<b>£323.11</b>	£101.84 £221.27	Subsistence - with other staff (New York) Subsistence/hospitality (New York)
<b>February 2018</b>	<b>£497.80</b>	£497.80	Air Travel (New York) - flight taxes only
<b>March 2018</b>	<b>£319.60</b>	£239.40 £30.21 £35.00 £14.99	Accommodation & subsistence (London) Subsistence - New York Cancelled flight ticket charges Incidental Expense
<b>April 2018</b>	<b>£1,099.22</b>	£1,069.22 £30.00	Air Travel (New York) - flight taxes only Rail Travel - Oyster card top-up
<b>June 2018</b>	<b>£189.00</b>	£189.00	Hotel accommodation - London
<b>July 2018</b>	<b>£78.00</b>	£78.00	Subsistence - with other staff (Leicester)
<b>Total</b>	<b>£3,272.56</b>		

Professor Andy Collop  
 Deputy Vice Chancellor  
 2017/18 - Business expenses

<i>Month</i>	<i>Total</i>	<i>Breakdown</i>	<i>Description</i>
<b>October 2017</b>	£15.75	£15.75	Mileage (Market Harborough)
<b>April 2018</b>	£78.07	£25.00 £25.00 £8.63 £19.44	Subsistence - South Africa Subsistence - South Africa Subsistence - South Africa Subsistence - South Africa
<b>April 2018</b>	£92.57	£9.24 £25.00 £58.33	Taxi - Hong Kong Subsistence - Hong Kong Subsistence - Hong Kong
<b>Total</b>	<b>£186.39</b>		

Professor Andy Collop  
Deputy Vice Chancellor  
2017/18  
Corporate Credit Card expenses

<b>Month</b>	<b>Total</b>	<b>Breakdown</b>	<b>Description</b>
<b>August 2017</b>	£322.24	£59.98	Incidental expenses
		£91.20	Taxi (China)
		£37.06	Subsistence (China)
		£134.00	Business lunch (Bangkok)
<b>September 2017</b>	£76.93	£4.95	Subsistence (London)
		£4.20	Subsistence (London)
		£10.69	Subsistence (London)
		£57.09	Fuel for hire car to Brunel University
<b>October 2017</b>	£84.01	£6.74	Subsistence (market Harborough))
		£3.00	Subsistence (London)
		£5.39	Subsistence (London)
		£38.00	Fuel for hire car to London
		£12.00	Parking (London)
		£12.88	Taxi (London)
		£6.00	Train travel (London)
<b>November 2017</b>	£74.73	£22.18	Subsistence (Warsaw)
		£3.67	Subsistence (Warsaw)
		£7.00	Parking (London)
		£5.85	Subsistence (Birmingham)
		£3.78	Subsistence (Munich)
		£32.25	Incidental expenses
<b>December 2017</b>	£447.38	£81.41	Travel
		£93.05	Taxi (China)
		£170.41	Taxi (Hong Kong)
		£102.51	Business meal - China World Summit
<b>January 2018</b>	£405.63	£48.32	Subsistence (New York)
		£80.63	Subsistence (New York)
		£68.71	Working breakfast (New York)
		£11.26	Taxi (New York)
		£139.70	Taxi (New York)
		£57.01	Business Lunch (New York)
<b>February 2018</b>	£84.50	£70.00	Hospitality
		£14.50	Parking (Loughborough)

<b>March 2018</b>	£852.37	£340.04 £33.62 £57.08 £9.42 £284.27 £39.47 £22.28 £11.91 £54.28	Business meal - RMDP Board Meeting (South Africa) – 14 attendees Subsistence (South Africa) Car hire - South Africa Car hire - South Africa Business dinner - International team Subsistence (South Africa) Subsistence (South Africa) Subsistence (South Africa) Subsistence (Hong Kong)
<b>April 2018</b>	£390.80	£398.79	Taxi transfers - 7 days in Hong Kong
<b>May 2018</b>	£367.04	£52.25 £12.00 £201.00 £8.00 £81.79 £12.00	Business dinner Parking (Loughborough) Train travel (Leicester to London) Parking (Loughborough) Business dinner (Manchester Metropolitan University) Parking (Loughborough)
<b>June 2018</b>	£148.33	£12.00 £6.50 £24.25 £12.00 £17.78 £3.50 £12.00 £23.00 £12.00 £9.80 £3.50 £12.00	Parking (Loughborough) Train travel (Leicester to London) Business lunch with Executive Professional Coach Parking (Loughborough) Subsistence Subsistence Parking (Loughborough) Business lunch - University of Brighton Parking (Loughborough) Subsistence (London) Subsistence (London) Parking (Loughborough)
<b>July 2018</b>	£206.06	£55.00 £38.84 £5.00 £107.22	Hospitality Fuel for hire car - London Incidental expense Subsistence - China
<b>Total</b>	<b>£3,460.02</b>		

**Simon Ambrose - Vice Chancellor's Chief of Staff**  
**2017/18**  
**Business expenses**

<i>Month</i>	<i>Total</i>	<i>Breakdown</i>	<i>Description</i>
October 2017	£12.60	£12.60	Mileage - Executive Board away day
March 2018	£56.21	£11.24 £44.97	Taxi - New York Subsistence - New York
May 2018	£22.09	£22.09	Taxi - New York
July 2018	£84.37	£18.81 £33.36 £32.20	Taxi - New York Taxi - New York Taxi - New York
<b>Total</b>	<b>£175.27</b>		

**Simon Ambrose - Vice Chancellor's Chief of Staff**  
**2017/18**  
**Corporate Credit Card expenses**

<i>Month</i>	<i>Total</i>	<i>Breakdown</i>	<i>Description</i>
September 2017	£41.63	£41.63	Business lunch - London
December 2017	£124.15	£117.50 £6.65	Business dinner - New York Subsistence - Bangkok
May 2018	£73.28	£73.28	Business lunch - New York (UK Mission to UN)
<b>Total</b>	<b>£239.06</b>		

**Ben Browne - Chief Operating Officer**  
**2017/18**  
**Business expenses**

No business expenses claimed

No Corporate Credit card transactions

**Dr Peter Cross - Chief Finance Officer**  
**2017/18**  
**Business Expenses**

<i>Month</i>	<i>Total</i>	<i>Breakdown</i>	<i>Description</i>
Mar-18	£96.40	£86.40 £10.00	Mileage - BUFDG Conference Hull Taxi - Hull
<b>Total</b>			

No Corporate Credit card transactions

**James Gardner - Pro-Vice Chancellor Strategic & International Partnerships**

**2017/18**

**Business Expenses**

<i>Month</i>	<i>Total</i>	<i>Breakdown</i>	<i>Description</i>
<b>Aug-17</b>	£169.02	£92.70 £76.32	Mileage - Airport Subsistence - Copenhagen
<b>Oct-17</b>	£18.02	£18.02	Subsistence - Warsaw
<b>Nov-17</b>	£159.43	£105.00 £3.24 £43.64 £7.55	Subsistence - Bangkok Subsistence - China Subsistence - Hong Kong Subsistence - Hong Kong
<b>Dec-17</b>	£78.31	£43.04 £35.27	Subsistence - China Subsistence - China
<b>Jan-18</b>	£65.99	£9.16 £10.12 £46.71	Travel (Metro Card) - New York Subsistence - New York Subsistence - New York
<b>Feb-18</b>	£18.37	£11.77 £4.40 £2.20	Subsistence - New York Subsistence - New York Subsistence - New York
<b>Mar-18</b>	£182.93	£14.79 £14.79 £78.95 £12.42 £6.51 £45.53 £9.94	Train travel - Hong Kong Train travel - China Taxi - Hong Kong Alumni Lunch - Hong Kong Subsistence - Hong Kong Subsistence - China Subsistence - China
<b>Apr-18</b>	£27.65	£5.27 £11.21 £11.17	Taxi - Malaysia Subsistence - Malaysia Subsistence - Malaysia
<b>May-18</b>	£137.03	£2.56 £17.11 £7.86 £6.25 £8.45 £22.24	Taxi - Malaysia Subsistence - Malaysia Subsistence - Malaysia Subsistence - Malaysia Subsistence - Malaysia Subsistence - Malaysia



		£72.56	Subsistence & Car Hire - Malaysia
<b>Jun-18</b>	£25.12	£9.22 £15.90	Taxi - Lisbon Subsistence - Lisbon
<b>Jul-18</b>	£104.45	£58.86 £15.14 £18.22 £12.23	Business dinner - China Subsistence - China Subsistence - China Subsistence - Malaysia
<b>Total</b>	<b>£986.32</b>		

James Gardner - Pro-Vice Chancellor Strategic & International Partnerships

2017/18

Corporate Credit Card expenses

<i>Month</i>	<i>Total</i>	<i>Breakdown</i>	<i>Description</i>
Sep-17	£44.44	£44.44	Hotel Charges - Berlin
Nov-17	£34.94	£14.80 £20.14	Taxi London Subsistence - Bangkok
Dec-17	£659.78	£2.24 £6.00 £11.14 £26.11 £62.46 £69.29 £84.91 £89.60 £97.76 £210.27	Hotel charges - France Train travel Subsistence - China Subsistence - China Subsistence - China Subsistence - China Subsistence - Hong Kong Subsistence - China Hotel charges - China Hotel charges - China
Jan-18	£102.32	£102.32	Subsistence - New York (5 nights)
Apr-18	£224.51	£17.75 £57.73 £149.03	Subsistence - Hong Kong Subsistence - Malaysia Hire car rental in Hong Kong
Jun-18	£79.29	£16.79 £62.50	Hotel Charges - New York Train travel
Jul-18	£311.61	£82.86 £56.18 £91.72 £80.85	Hotel Charges - China Subsistence - China Hotel Charges - China Hotel Charges - Malaysia
<b>Total</b>	<b>£1,456.89</b>		

**Mrs Joanne Cooke - Associate COO & Executive Director of Student and Academic Services  
2017/18  
Business Expenses**

<i>Month</i>	<i>Total</i>	<i>Breakdown</i>	<i>Purpose/ Expense Type</i>
13.09.2017	£72.00	£72.00	Mileage - Directors' Development Day - Oxford
22.09.2017	£8.00	£8.00	Car Parking - Leicester
03.10.2017	£17.00	£17.00	Taxi Fare - London (Flying Higher Residential)
05.10.2017	£36.45	£36.45	Mileage - Flying Higher Residential
22.11.2017	£17.95	£17.95	Subsistence - London
26.02.2018	£11.95	£11.95	Subsistence - London
28.02.2018	£7.43	£7.43	Taxi Fare to Conference
21.03.2018	£75.10	£53.10 £22.00	Mileage - Flying Higher Residential (Liverpool) Subsistence - Liverpool
16.05.2018	£22.95	£22.95	Subsistence - Inverness
05.07.2018	£27.00	£27.00	Subsistence - London
14.07.2018	£21.00	£21.00	Incidental expenses
<b>Total</b>	<b>£316.83</b>		

**Mrs Joanne Cooke - Associate COO & Executive Director of Student and Academic Services  
2017/18  
Corporate Credit Card expenses**

<i>Month</i>	<i>Breakdown</i>	<i>Total</i>	<i>Purpose/ Expense Type</i>
Dec-17	£79.20	£79.20	Taxi - London
Jan-18	£20.47	£20.47	Hospitality - staff supporting delays to New York trip
Jan-18	£29.00	£29.00	Coach travel - student affected by cancellations on New York trip

<b>Total</b>	<b>£128.67</b>	

**Mrs Mel Fowler - Associate COO & Executive director of Marketing and Communications**  
**2017/18**  
**Business Expenses**

<i>Month</i>	<i>Total</i>	<i>Breakdown</i>	<i>Description</i>
Jan-18	£21.76	£7.80	Rail travel - New York
		£7.80	Rail travel - New York
		£6.16	Rail travel - New York
<b>Total</b>	<b>£21.76</b>		

**Mrs Mel Fowler - Associate COO & Executive director of Marketing and Communications**  
**2017/18**  
**Corporate Credit Card expenses**

<i>Month</i>	<i>Total</i>	<i>Breakdown</i>	<i>Description</i>
Aug-17	£4.20	£4.20	Subsistence
Sep-17	£9.20	£9.20	Parking - CASE Conference
Dec-17	£12.80	£12.80	Taxi - London
Jan-18	£163.91	£25.72	Travel - New York
		£5.14	Subsistence - New York
		£4.76	Subsistence - New York
		£86.36	Subsistence - with Marcomms staff (New York)
		£6.48	Subsistence - New York
		£20.28	Subsistence - New York
		£5.15	Subsistence - New York
		£10.02	Subsistence - New York
Feb-18	£12.20	£12.20	Taxi – London
Mar-18	£49.56	£49.56	Subsistence - with Marcomms staff (Hong Kong)
Apr-18	£109.35	£109.35	Subsistence - with Marcomms staff (Hong Kong)
Jul-18	£71.74	£7.90	Subsistence – London
		63.84	Subsistence - with Marcomms staff (London)
<b>Total</b>	<b>£432.96</b>		

**Professor Dana Brown, PVC and Dean Business &  
Law  
2017/18  
Business Expenses**

<b>Date of Claim Submitted</b>	<b>Total</b>	<b>Breakdown</b>	<b>Description</b>
Aug-17, Sept 17, Oct 17	Nil		
Nov-17	£13.00	£6.00 £7.00	Taxi - Birmingham Taxi - Birmingham
Dec-17 & Jan 2018	Nil	n/a	n/a
Feb-18	£245.88	£88.93 £36.98 £84.31 £35.66	Subsistence - AACSB Dean's Conference Subsistence - AACSB Dean's Conference Subsistence - AACSB Dean's Conference Subsistence - AACSB Dean's Conference
Feb-18	£308.80	£11.09 £17.74 £22.17 £22.17 £30.16 £60.00 £20.85 £124.62	Taxi - University of Cologne Taxi - University of Cologne Taxi - University of Cologne Taxi - University of Cologne Taxi - University of Cologne Taxi - University of Cologne Subsistence - Birmingham Hospitality - University of Cologne
Feb-18	12.2	£12.20	Subsistence - Cologne airport
Mar-18		n/a	n/a
Apr-18	£15.12	£15.12	Subsistence - New York
May-18	Nil	n/a	n/a
Jun-18	£85.95	£33.75 £16.49 £13.01 £22.70	Hospitality Hospitality - Akshaya Patra Foundation project Subsistence - New York Hospitality
Jul-18	£57.88	£14.00 £26.88 £7.80 £9.20	Taxi – London (ICE dinner at Buckingham Palace) Taxi – London (ICE dinner at Buckingham Palace) Taxi – London (ICE dinner at Buckingham Palace) Subsistence - ICE event, London

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**Total** **£738.83**

**Professor Dana Brown, PVC and Dean Business & Law**

**2017/18**

**Corporate Credit Card expenses**

<i>Month</i>	<i>Total</i>	<i>Breakdown</i>	<i>Description</i>
22.08.17	£23.99	£23.20 £0.79	Taxi - New York Incidental expenses
22.09.17	£397.35	£27.50 £24.20 £0.79 £55.62 £6.82 £95.75 £17.95 £9.06 £14.41 £9.34 £6.79 £20.78 £9.71 £13.45 £61.86 £23.32	Taxi - Loughborough University Taxi - Loughborough University Incidental expenses Subsistence: alumni event New York Subsistence: alumni event New York Subsistence: alumni event New York Subsistence: alumni event New York Taxi - alumni event New York Taxi - alumni event New York Subsistence: alumni event New York Subsistence: alumni event New York Taxi - alumni event New York Subsistence: alumni event New York Subsistence: alumni event New York Subsistence: alumni event New York
22.10.17	£59.60	£11.80 £32.05 £0.79 £14.96	Hospitality: Overseas Scholars visit to DMU Hospitality: Overseas Scholars visit to DMU Incidental expenses Taxi: London CMI meeting, House of Lords
22.11.17	£249.19	£88.80 £60.80 £0.79 £98.80	Hospitality: Leicester Business Exec Awards Hospitality: Leicester Business Exec Awards Incidental expenses Hospitality: Warm Heart Foundation
22.12.17	£68.59	£0.79 £28.85 £38.95	Incidental expenses Hospitality Incidental expenses
22.01.18	£0.79	£0.79	Incidental expenses
22.02.18	£0.79	£0.79	Incidental expenses
22.03.18	£72.63	£17.80	Taxi: London

		£19.80	Taxi: London
		£25.95	Hospitality: Overseas Scholars visit to DMU
		£0.79	Incidental expenses
		£8.29	Incidental expenses
22.04.18	£129.35	£5.32	Taxi: New York
		£23.23	Taxi: New York
		£9.40	Taxi: New York
		£7.65	Taxi: New York
		£25.66	Taxi: New York
		£21.60	Taxi: New York
		£11.78	Taxi: New York
		£9.93	Taxi: New York
		£0.79	Incidental expenses
		£6.35	Hotel charges New York
		£7.64	Taxi: New York
22.05.18	£0.79	£0.79	Incidental expenses
22.06.18	£87.71	£10.23	Taxi: New York
		£0.79	Incidental expenses
		£10.62	Taxi: New York
		£10.62	Taxi: New York
		£10.22	Subsistence: New York
		£12.57	Subsistence: New York
		£17.47	Subsistence: New York
		£8.61	Taxi: New York
		£6.58	Subsistence: New York
22.07.18	£0.79	£0.79	Incidental expenses
22.08.18	£47.60	£47.60	Hospitality
<b>Total</b>	<b>£1,139.17</b>		

**David Mba - PVC and Dean Faculty of Technology  
2017/18  
Business Expenses**

<i>Month</i>	<i>Total</i>	<i>Breakdown</i>	<i>Description</i>
30th November 2017	£79.80	£79.80	Business dinner - SWU, Thailand
18th November 2017	£35.00	£35.00	Business lunch - SWU, Thailand
18th October 2017	£38.00	£38.00	Taxi - Cambridge
<b>Total</b>	<b>£152.80</b>		



David Mba - PVC and Dean Faculty of Technology

2017/18

Corporate Credit Card expenses

<i>Month</i>	<i>Total</i>	<i>Breakdown</i>	<i>Description</i>
23/08/17-22/09/17	Nil		
23/09/17-22/10/17	Nil		
23/10/17-22/11/17	Nil		
Dec-17	£153.00	£153.00	Passport fee
Jan-18	£219.56	£9.00 £53.29 £52.00 £16.00 £7.48 £5.45 £76.34	Passport fee Subsistence (New York) Subsistence (New York) Subsistence (New York) Subsistence (New York) Subsistence (New York) Subsistence (New York)
Mar-18	£236.84	£49.75 £87.96 £36.31 £4.88 £7.26 £24.75 £25.93	Subsistence (Poland) Taxi - (Poland) Subsistence (Heathrow) Subsistence (Bangkok) Subsistence (Bangkok) Subsistence (Bangkok) Subsistence (Bangkok)
Apr-18	£878.98	£186.57 £461.73 £171.01 £38.07 £21.60	Subsistence (Hong Kong) Hotel accommodation - Hong Kong Taxi – Kuala Lumpur Subsistence - Kuala Lumpur Taxi - London
May-18	£53.80	£2.95 £10.90 £20.00 £3.15 £16.80	Hospitality - coffee, meeting at NDA Taxi - Windsor Taxi - Windsor Subsistence - Windsor Car parking - Windsor
Jun-18	£86.70	£51.73 £34.97	Hotel accommodation - Brussels Subsistence - Bangkok

Jul-18	£355.87	£52.98	Subsistence - Bangkok
		£22.00	Taxi - London, Buckingham Palace
		£7.26	Taxi - London, Buckingham Palace
		£20.00	Taxi - London, Buckingham Palace
		£22.95	Subsistence - London
		£76.34	Business meal - Bath Uni
		£13.70	Business meal - Bath Uni
		£50.60	Business lunch - British Science Association
		£14.54	Business lunch - Leicester College
		£62.50	Rail travel - London
	£13.00	Taxi - London	
<b>Total</b>	<b>£1,984.75</b>		

Simon Oldroyd - PVC and Dean Faculty of Health and Life  
 Sciences  
 2017/18  
 Business Expenses

<i>Month</i>	<i>Total</i>	<i>Breakdown</i>	<i>Description</i>
Oct-17	£15.00		Taxi - Council of Deans meeting
Dec-17	£178.00		Incidental Expenses - visa fee
Dec-17	£7.41		Subsistence - China
Jan-18	£15.69		Taxi - New York
May-18	£20.27		Taxi - FIFA (Switzerland)
Jun-18	£49.44	£9.67	Taxi - New York
		£3.85	Subsistence - New York
		£5.14	Subsistence - New York
		£17.17	Incidental expense
		£13.61	Taxi - New York
Jun-18	39.34	£16.45	Taxi - Abu Dhabi
		£8.94	Taxi - Abu Dhabi
		£11.95	Taxi - Abu Dhabi
		£2.00	Incidental Expenses
<b>Total</b>	<b>£325.15</b>		

Simon Oldroyd - PVC and Dean Faculty of Health and Life  
 Sciences  
 2017/18  
 Corporate Credit Card expenses

<i>Month</i>	<i>Total</i>	<i>Breakdown</i>	<i>Description</i>
22/10/2017	£52.35	£17.85 £12.00 £22.50	Hospitality - Imperial College Subsistence Parking
22/11/2017	£82.75	£82.75	Hospitality - University Hospitals Leicester
22/12/2017	£902.98	£165.00 £60.09 £165.00 £472.12 £40.77	Postage - Chinese Visa Home Office fee - enhanced record check Postage - Chinese Visa Car Hire - London Subsistence - China
22/01/2018	£308.72	£20.74 £17.39 £78.88 £20.77 £102.15 £62.85 £5.94	Taxi - New York Taxi - New York Subsistence - including other staff (New York) Taxi - New York Subsistence - including other staff (New York) Subsistence - including other staff (New York) Subsistence - New York
22/02/2018	£48.50	£48.50	Business breakfast - GlaxoSmithKline
22/03/2018	£176.48	£83.09 £93.39	Subsistence - including other staff (Hong Kong) Subsistence - including other staff (Hong Kong)
22/04/2018	£269.88	£100.02 £55.64 £66.07 £48.15	Subsistence - including other staff (Hong Kong) Subsistence - including other staff (Hong Kong) Subsistence - including other staff (Hong Kong) Business lunch - Leicester Partnership Trust
22/05/2018	£49.82	£49.82	Hotel charges - Switzerland
22/06/2018	£358.25	£82.71 £83.15 £74.82 £45.85 £15.42 £16.67 £39.63	Subsistence - including other staff (New York) Hotel charges - New York Taxi - New York Subsistence - including other staff (New York) Rail - New York Taxi - New York Subsistence - New York

22/07/2018	£285.85	£124.22	Subsistence - including other staff (Abu Dhabi)
		£9.45	Hotel charges – Abu Dhabi
		£42.98	Subsistence - including other staff (Abu Dhabi)
		£54.51	Subsistence - including other staff (Abu Dhabi)
		£54.69	Subsistence - including other staff (Abu Dhabi)
<b>Total</b>	<b>£2,535.58</b>		

**Sarah Setchell - Executive Director of People and Organisational Development**  
**2017/18**  
**Business Expenses**

<i>Month</i>	<i>Total</i>	<i>Breakdown</i>	<i>Description</i>
Oct-17	£71.10	£71.10	Mileage - Director Development
<b>Total</b>	<b>£71.10</b>		

**Sarah Setchell - Executive Director of People and Organisational Development**  
**2017/18**  
**Corporate Credit Card**  
**Expenses**

<i>Month</i>	<i>Total</i>	<i>Breakdown</i>	<i>Description</i>
Sep-17	£4.40		Car Parking
Dec-17	£4.40		Car Parking
Feb-18	£15.50	£11.10 £4.40	Travel - Train Ticket Car parking
May-18	£9.40	£5.00 £4.40	Car Parking Car Parking
<b>Total</b>	<b>£33.70</b>		

**Alison Honour - PVC and Dean Faculty of Arts, Design and Humanities  
2017/18  
Business Expenses**

<b>Month</b>	<b>Total</b>	<b>Breakdown</b>	<b>Description</b>
Oct-17	<b>£40.70</b>	£10.60 £11.40 £8.80 £9.90	Working lunch with new Head of School Taxi - Alumni event, London Taxi - Alumni event, London Taxi - Alumni event, London
Nov-17	<b>£82.49</b>	£9.32 £4.66 £11.18 £41.95 £15.38	Taxi - Cyprus Subsistence - Cyprus Subsistence - Cyprus Taxi - Cyprus Subsistence - Cyprus
Apr-18	<b>£126.54</b>	£8.37 £19.35 £46.98 £51.84	Mileage - DMU Leader programme dinner - Quorn Hotel Mileage - Creative Media Skills - Pinewood Mileage - Travel from Creative Media Skills - Pinewood Mileage - Dean's Away Day
Dec-17	<b>£16.80</b>	£8.40 £8.40	Taxi - Nelson Mandela University - (South Africa) Taxi - Nelson Mandela University - (South Africa)
Jan-18	<b>£114.68</b>	£15.58 £10.36 £11.53 £7.68 £33.07 £36.46	Taxi - New York Taxi - New York Taxi - New York Subsistence - New York Subsistence - New York Hospitality - Baroness Lawrence (New York trip)
Apr-18	<b>£103.81</b>	£23.34 £4.84 £8.99 £28.80 £6.55 £7.32 £16.15 £5.64 £2.18	Taxi - Malaysia Taxi - Malaysia Subsistence - Malaysia Mileage - National Design Academy - Nottingham Subsistence - Uzbekistan Subsistence - Uzbekistan Subsistence - Uzbekistan Incidental expenses - Uzbekistan Incidental expenses - Uzbekistan
May-18	<b>£50.40</b>	£50.40	Mileage - Drama Studio London
<b>Total</b>	<b>£535.42</b>		

**Alison Honour - PVC and Dean Faculty of Arts, Design and Humanities  
2017/18  
Corporate Credit Card Expenses**

<b>Month</b>	<b>Total</b>	<b>Breakdown</b>	<b>Description</b>
Oct-17	<b>£17.20</b>	£12.30 £4.90	Train travel - Alumni event, London Train travel - Alumni event, London
Nov-17	<b>£242.82</b>	£60.94 £31.98 £17.20 £132.70	Hospitality Hospitality Hospitality Hospitality - Love International trip (Cyprus)
Dec-17	<b>£112.72</b>	£12.92 £11.93 £44.80 £43.07	Incidental expenses Subsistence - Nelson Mandela University (South Africa) Hospitality - Nelson Mandela University (South Africa) Subsistence - Nelson Mandela University (South Africa)
Jan-18	<b>£1,415.54</b>	£57.88 £48.07 £24.10 £56.32 £135.24 £116.15 £14.27 £555.29 £129.45 £11.64 £11.57 £32.16 £25.36 £46.44 £104.36 £7.46 £11.98 £18.41 £9.39	Subsistence (New York) Subsistence for staff & students - New York (following flight delays) Subsistence (New York) Hospitality - DMU Chancellor (New York) Subsistence for staff & students - New York (following flight delays) Subsistence for staff & students - New York (following flight delays) Hospitality DMU Chancellor - New York Subsistence for staff & students - New York (following flight delays) Subsistence for staff & students - New York (following flight delays) Taxi (New York) Subsistence (New York) Subsistence (New York) Subsistence (New York) Entrance fee to MOMA (Museums/Exhibitions) Hospitality - Chancellor Lawrence and Brendan Neiland (New York) Taxi (New York) Subsistence (New York) Subsistence (New York) Taxi (New York)
Feb-18	<b>£249.70</b>	£147.20 £35.10 £67.40	Working lunch with staff Working lunch with staff Hospitality - The Case - Visit by Professor Karimov - (Hospitality)



Mar-18	<b>£95.20</b>	£33.20 £26.40 £23.10 £12.50	Taxi - Cordwainers event London Train travel - Cordwainers event in London Taxi - Cordwainers event London Working lunch - TEF Gold project
Apr-18	<b>£393.39</b>	£4.40 £134.72 £217.55 £18.36 £18.36	Toll charge - Deans Away Day Team dinner - Malaysia Hotel Accommodation & Subsistence - Malaysia Incidental expenses - Visa processing Incidental expenses - Visa processing
May-18	<b>£835.71</b>	£13.23 £4.90 £2.49 £26.30 £6.08 £81.35 £13.99 £7.40 £647.12 £32.85	Taxi - Stephen Lawrence memorial, London - (Taxi fares (UK/EU)) Tube fare - Stephen Lawrence memorial, London Subsistence - London Train fare - Stephen Lawrence memorial, London Subsistence - London Subsistence -Uzbekistan Incidental expenses Subsistence -Uzbekistan Hotel Accommodation & Subsistence -Uzbekistan Hospitality - DMU & Drama Studio (London)
<b>Total</b>	<b>£3,362.28</b>		

Jackie Labbe - PVC (Academic)

2017/18

Business Expenses

<i>Month</i>	<i>Total</i>	<i>Breakdown</i>	<i>Description</i>
Sep-17	£103.11	£48.56 £6.90 £30.00 £17.65	Taxi - EUA Event, Paris Taxi - EUA Event, Paris Taxi - EUA Event, Paris Subsistence - EUA Event, Paris
Oct-17	£20.50	£12.30 £5.40 £2.80	Train travel - Westminster HE Forum Taxi - HEPI Taxi - HEPI
Nov-17	Nil	Nil	
Nov-17	£37.40	£7.00 £5.00 £5.40 £20.00	Taxi - PVC Networking Meeting Taxi - PVC Networking Meeting Taxi - PVC Networking Meeting Taxi - Imperial College
Nov-17	£7.00	£7.00	Taxi - National Teaching Fellowship Awards
Jan-18	£129.04	£14.77 £73.86 £36.87 £3.54	Rail travel - New York Taxi - for group (New York) Taxi - for group (New York) Taxi - New York
Mar-18	£12.10	£6.10 £6.00	Taxi - Bristol Taxi - Bristol
May-18	£37.60	£8.00 £5.00 £24.60	Taxi - York Taxi - AHRC Board meeting Taxi - TEF
Jul-18	£63.00	£7.80 £4.60 £4.00 £3.60 £23.00 £9.00 £3.00 £8.00	Taxi - Glasgow Taxi - Glasgow Taxi - Glasgow Taxi - Glasgow Subsistence - Glasgow Subsistence - Glasgow Taxi - Glasgow Taxi - Glasgow
<b>Total</b>	<b>£533.45</b>		

Jackie Labbe - PVC (Academic)  
 2017/18  
 Corporate Credit Card Expenses

<i>Month</i>	<i>Total</i>	<i>Breakdown</i>	<i>Description</i>
Oct-17	£276.84	£252.00 £24.84	Conference Charges - Westminster Forum Subsistence - Paris
Nov-17	£12.55	£12.55	Taxi
Feb-18	£50.10	£50.10	Hospitality
Apr-18	£48.35	£42.65 £5.70	Hospitality Taxi - Coventry
May-18	£4.40	£4.40	Train travel
Jul-18	£420.70	£3.70 £139.00 £278.00	Train travel Accommodation - Glasgow Accommodation - Glasgow
<b>Total</b>	<b>£812.94</b>		

Professor Nigel Wright - PVC (Research)

2017/18

Corporate Credit Card Expenses

<i>Month</i>	<i>Total</i>	<i>Breakdown</i>	<i>Description</i>
September 2017	306.67	61.90 127.97 68.60 48.20	Train Travel (Leeds) Committee Dinner at ICFM7 Train Travel (Leeds) Train Travel (Leeds)
October 2017	746.05	78.64 44.70 11.80 29.99 63.70 14.60 3.74 172.00 13.09 5.05 210.25 9.99 88.50	Hotel (Manchester) Train Travel (Manchester) Train Travel (Market Harborough) Incidental expenses - Mobile phone charger Train Travel (Birmingham) Train Travel (Birmingham) Subsistence Train Travel (Cambridge) Incidental expenses - Mobile phone case Subsistence Hotel accommodation (London) Incidental expenses - Passport photos Incidental expenses - Passport application
November 2017	743.93	79.00 15.55 22.75 20.00 102.90 174.35 57.83 129.00 131.50 11.05	Train travel (London) Taxi (London) Subsistence (London) Taxi (London) Train travel (Leeds) Hotel accommodation (London) Subsistence (London) Train (London) Train (London) Subsistence (London)
December 2017	448.39	3.00 64.00 6.29 2.75 83.25 10.74 92.50 69.81 7.15 63.70 45.20	Incidental expenses - Wi-Fi access Train travel (London) Subsistence (Leicester) Subsistence (Leicester) Subsistence (London) ESTA application Train travel (London) Subsistence (London) Subsistence (Leicester) Train travel (Birmingham) Subsistence (Birmingham)

January 2018	746.91	3.99 33.00 12.79 478.87 141.26 18.04 41.86 17.10	Incidental expenses (batteries for business use) Taxi (Heathrow) Taxi (New York) Subsistence/hospitality - New York (staff meal) Subsistence/hospitality - New York Taxi in New York (Dutch Amsterdam) Subsistence (New York) Taxi (New York)
February 2018	142.15	10.55 2.95 94.50 17.20 16.95	Subsistence (ORBIT Launch London) Subsistence (Leicester) Hotel (Birmingham) Subsistence (Leicester) Subsistence (London)
March 2018	561.77	40.69 511.47 9.61	Taxi (New York) Business Dinner - New York Subsistence (New York)
April 2018	66.04	56.05 9.99	Hotel accommodation (Leeds) Incidental Expenses (Photographs for VISA)
May 2018	133.50	71.00 62.50	Train Travel (Leeds) Train Travel (London)
June 2018	569.72	106.05 24.20 43.66 7.39 11.80 3.94 60.13 34.05 7.89 14.25 33.20 98.71 9.50 114.95	Hotel (Leeds) Subsistence (Leeds) Taxi (New York City) Taxi (New York City) Taxi (New York City) Taxi (New York City) Subsistence (New York) Taxi (New York City) Taxi (New York City) Subsistence (New York) Taxi (New York City) Taxi (New York City) Subsistence (Leicester) Hotel accommodation (London)
July 2018	328.49	19.90 3.15 4.52 32.00	Subsistence (Leicester) Subsistence (London) Incidental expenses (Postage) Air Travel (Check in charges)

		3.99	Subsistence (Airport)
		24.64	Subsistence (Palermo)
		28.21	Subsistence (Palermo)
		84.55	Hotel (Leeds)
		47.00	Train Travel (Leeds)
		80.53	Subsistence (Leeds)
August 2018	193.88	100.23	Incidental expenses - Postage
		50.35	Hotel Leeds
		43.30	Subsistence- Leeds
<b>TOTALS</b>	<b>4,987.50</b>		

**Professor Nigel Wright - PVC (Research)**

**2017/18**

**Business Expenses**

<i>Month</i>	<i>Total</i>	<i>Breakdown</i>	<i>Description</i>
August 2017 – November 2017	No claims submitted		
December 2017	34.07	3.60 14.99 6.49 3.99 5.00	Subsistence - London Incidental expenses Incidental expenses Incidental expenses Incidental expenses
January 2018	28.32	5.00 5.63 7.31 7.95 2.43	Taxi (Leicester train station) Subsistence - New York Subsistence - New York Subsistence - New York Subsistence - New York
February 2018 to April 2018	No claim submitted		
May 2018	407.36	3.03 14.91 18.48 7.70 5.77 25.60 23.32 81.37 227.18	Taxi (Beijing) Taxi (Beijing) Taxi (Beijing) Taxi (Beijing) Subsistence (Beijing) Hotel (Zhuhai, China) Incidental expenses (Airport lounge access) Hotel in Yibin Hotel in Chengds
June 2018	45.38	7.12 0.76 2.49 9.74 7.85 12.02 1.50 1.50 2.40	Subsistence (New York) Subsistence (New York) Subsistence (New York) Subsistence (New York) Subsistence (New York) Subsistence (New York) Bus travel (London) Bus travel (London) Train Underground (London)
July 2018	148.84	58.50 39.92	Mileage Taxi (Palermo)

		5.32	Bus travel (Palermo)
		25.50	Taxi (Bedford)
		19.60	Taxi (Bedford)

**663.97**



Simon Bradbury - Interim PVC and Dean Faculty of Arts, Design and Humanities  
 2017/18  
 Business Expenses

<i>Month</i>	<i>Total</i>	<i>Breakdown</i>	<i>Description</i>
Jun-18	<b>£153.22</b>	£31.65	Subsistence - New York
		£3.26	Subsistence - New York
		£3.69	Subsistence - New York
		£17.23	Subsistence - New York
		£25.03	Subsistence - New York
		£32.01	Subsistence - New York
		£8.03	Subsistence - New York
		£29.88	Subsistence - New York
		£2.44	Subsistence - New York
<b>Total</b>	<b>£153.22</b>		

Simon Bradbury - Interim PVC and Dean Faculty of Arts, Design and Humanities  
 2017/18  
 Corporate Credit Card  
 Expenses

<i>Month</i>	<i>Total</i>	<i>Breakdown</i>	<i>Description</i>
Jul-18	<b>£22.18</b>	£14.30	Subsistence - Free Range Exhibition, London
		£7.88	Subsistence - Free Range Exhibition, London
<b>Total</b>	<b>£22.18</b>		