

Month, Year	Destination	Reason for journey/expenditure	Class of travel	Cost of travel/expense	Number of nights in accommodation	Cost of accommodation	Method of payment
March 2018							
Mar-18	London Heathrow Airport	Airport transfer	Driver	£135.00			Direct payment (account)
Mar-18	Oxford	Airport transfer	Driver	£90			Direct payment (account)
Mar-18	Barnet (wait and return)	Speaking engagement at school prize giving ceremony	Driver	£300			Direct payment (account)
Mar-18	London Heathrow Airport	Airport transfer	Driver	£100			Direct payment (account)
Mar-18	Rome	Flights to alumni event	Economy	£565.93	3	2145 EUR	Direct payment (account)
Mar-18	Oxford	Airport transfer	Driver	£100.00			Direct payment (account)
Mar-18	London Heathrow Airport	Airport transfer	Driver	£90.00			Direct payment (account)
Mar-18	Oxford	Airport transfer	Driver	£100			Direct payment (account)
Mar-18	London	The Oxford-Cambridge Boat Race	Driver	£130			Direct payment (account)

Mar-18		Accommodation in London - Business meetings			1	£146.20	Credit card
Mar-18		Subscription (Harvard Club membership)		£124.65			Credit card
Mar-18	London	Rail fare - London meetings	Standard	£29.75			Credit card
Mar-18	London	Rail fare - London meetings	Standard	£27.35			Credit card