

Month, Year	Destination	Reason for Journey/Expenditure	Class of travel	Cost of travel/expense	Number of nights in accommodation	Cost of accommodatio n	Method of payment
Jun-20							Account
Jun-20	US	Development Meetings	Car Service	£120.00			Account
Jul-20							
N/A							
Aug-20							
Aug-20	London	University Business	Driver	£132.00			Account
Aug-20		Harvard Club Membership		£147.74			Credit Card