

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
February 2019							
Feb-19	London Heathrow Airport	Airport transfer	Driver	£116.40			Account
Feb-19	London Heathrow Pickup	Airport transfer	Driver	£125.40			Account
Feb-19	Glasgow	Russell Group away day in March	Economy	£211.76			Account
Feb-19	Oxford internal	Lunch meeting		£12.90			Account
Feb-19		Subsistence in London		£5.35			Credit card
Feb-19		Train to London for Russell Group board meeting	Standard	£31.17			Credit card
Feb-19		Subsistence in London		£6.98			Credit card
Feb-19		Taxi to Oxford Station	Taxi	£8.40			Reimbursement