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
January 2019							
Jan-19	London Heathrow Airport	Airport transfer	Driver	£120			Account
Jan-19	London Heathrow Pickup	Airport transfer	Driver	£132			Account
Jan-19	London Heathrow Airport	Airport transfer	Driver	116.40			Account
Jan-19	London Heathrow Pickup	Airport transfer	Driver	125.40			Account
Jan-19		Flight to Berlin	Economy	£197.55			Account
Jan-19		Flight to Ireland for awards ceremony	Economy	£117.70			Credit card
Jan-19		Subsistence in London		£6.70			Credit card
Jan-19		Accommodation in Zurich			£138.05		Credit card
Jan-19		Taxi in Switzerland		£35.82			Credit card
Jan-19		Taxi in Switzerland		£39.34			Credit card
Jan-19		Taxi in Switzerland		£35.46			Credit card
Jan-19		Taxi in Switzerland		£11.40			Credit card
Jan-19		Subsistence in Switzerland		£16.66			Credit card
Jan-19		Train to London - UUK board meeting (peak fare)	Standard	£62.19			Credit card
Jan-19		Train to London - development meetings	Standard	£31.17			Credit card
Jan-19		Taxi to Oxford Station	Taxi	£6.70			Reimbursement