

Expense Report for Peter Clarke: January 2017

Non-mileage expenses

Date	Receipt Amount	Expense Type	Other Information	Merchant Name	Original Receipt Required	Receipt Missing	Reimbursable Amount (GBP)
11-Jan-2017	21.00 GBP	Overnight Subsistence - more than 5 miles	Stayed overnight with the team during the inspection of HMP Pentonville.		✓		21.00
12-Jan-2017	1.50 GBP	General Public Transport Travel	Travel by bus from the hotel to HMP Pentonville during inspection.				1.50
12-Jan-2017	21.00 GBP	Overnight Subsistence - more than 5 miles	Stayed 2nd night with the team during the inspection of HMP Pentonville		✓		21.00
13-Jan-2017	2.40 GBP	General Public Transport Travel	Travel by tube from hotel to prison during the inspection of HMP Pentonville.				2.40
13-Jan-2017	1.50 GBP	General Public Transport Travel	Travel by bus back from HMP Pentonville to hotel to pick up luggage, hence violation.				1.50
13-Jan-2017	2.40 GBP	General Public Transport Travel	Travel by tube from the hotel to the office, with luggage. Hence violation.				2.40
16-Jan-2017	4.80 GBP	General Public Transport Travel	Travel by tube from office to MOJ to attend a seminar organised by MOJ about our Expectations revision - £2.40 by Oyster. And return journey back to the office - £2.40 by Oyster.				4.80
17-Jan-2017	4.80 GBP	General Public Transport Travel	Travel by tube from the office to meet with NOMS director at MOJ - £2.40 by Oyster. And return journey back to the office - £2.40 by Oyster.				4.80
17-Jan-2017	2.40 GBP	General Public Transport Travel	Travel by tube from the office to a Clinks consultation event on our Expectations revision. Hence violation.				2.40
18-Jan-2017	2.40 GBP	General Public Transport Travel	Travel by tube back to the office following a meeting with ICIBI at their offices in Victoria				2.40
19-Jan-2017	11.00 GBP	Other Travel - General	Travelled by car to Manchester to attend Clinks consultation event on our Expectations revision. Passed through the M6 toll on the way there (£5.50) and the way back (£5.50).				11.00
19-Jan-2017	12.50 GBP	Other Travel - General	Travelled by car to Manchester to attend Clinks consultation event on our Expectations revision. Parked in NCP car park in Manchester. Hence 2nd claim on same event.				12.50
Total							87.70

Mileage expenses

Start Date	End Date	Expense Type	Other Information	Trip Distance	Mileage Rate	Original Receipt Required	Receipt Missing	Reimbursable Amount (GBP)
19-Jan-2017	19-Jan-2017	General Mileage	Drove own car from home to Clinks consultation event at Friends Meeting House, 6 Mount Street, Manchester M2 5NS. And returned home the same day.	436(Miles)	0.25			109.00
Total								109.00