

Expense Report for Peter Clarke: September 2016

Cash Expenses

Date	Receipt Amount	Expense Type	Justification	Reimbursable Amount (GBP)
09-Sep-2016	2.40 GBP	General Public Transport Travel	Tube (Oyster) from Temple to St James's Park for meeting with MOJ Director.	2.40
13-Sep-2016	6.60 GBP	Other Travel - General	Drove own car from home to Cardiff to attend NPM business meeting. Severn River crossing toll	6.60
13-Sep-2016	21.00 GBP	Overnight Subsistence - more than 5 miles	Stayed overnight at the Jury's Inn Cardiff, with other NPM members, before the meeting on 14 September. Booked via Redfern ref: CN-7003785/1	21.00
14-Sep-2016	21.00 GBP	Overnight Subsistence - more than 5 miles	Stayed two nights with the team at The BW Gables Hotel, Falfield during the inspection of HMP Leyhill. Booked via Redfern ref: CN-6923074/1	21.00
15-Sep-2016	21.00 GBP	Overnight Subsistence - more than 5 miles	Stayed two nights with the team at The BW Gables Hotel, Falfield during the inspection of HMP Leyhill. Booked via Redfern ref: CN-6923074/1	21.00
21-Sep-2016	21.00 GBP	Overnight Subsistence - more than 5 miles	Stayed two nights with the team at the Maids Head Hotel, Norwich during the inspection of HMP Norwich. Booked via Redfern ref: CN-6979709/1	21.00
22-Sep-2016	21.00 GBP	Overnight Subsistence - more than 5 miles	Stayed two nights with the team at the Maids Head Hotel, Norwich during inspection of HMP Norwich. Booked via Redfern ref: CN-6979709/1	21.00
Total				114.00

Mileage Expenses

Start Date	End Date	Expense Type	Justification	Trip Distance	Mileage Rate	Reimbursable Amount (GBP)
13-Sep-2016	13-Sep-2016	General Mileage	Drove own car from home to Cardiff to attend NPM business meeting.	156(Miles)	0.25	39.00
14-Sep-2016	14-Sep-2016	General Mileage	Drove own car from Cardiff to Falfield, via Bristol to stay two nights with the team at The BW Gables Hotel, Falfield during the inspection of HMP Leyhill.	62(Miles)	0.25	15.50
15-Sep-2016	15-Sep-2016	General Mileage	Drove own car from The Gables Hotel to HMP Leyhill for inspection, and back to the hotel in the evening.	6(Miles)	0.25	1.50
16-Sep-2016	16-Sep-2016	General Mileage	Drove own car from hotel to HMP Leyhill for inspection debrief, and then to home.	138(Miles)	0.25	34.50
21-Sep-2016	21-Sep-2016	General Mileage	Drove own car from home to Norwich to take part in the inspection of HMP Norwich	168(Miles)	0.25	42.00
22-Sep-2016	22-Sep-2016	General Mileage	Drove own car from Maids Head Hotel to HMP Prison for inspection, and back to the hotel in the evening	12(Miles)	0.25	3.00
23-Sep-2016	23-Sep-2016	General Mileage	Drove own car from Maids Head Hotel to HMP Norwich for inspection debrief, and then home.	166(Miles)	0.25	41.50
Total						177.00