

Expense Report for Peter Clarke: September 2017

Non-Mileage Expenses								
Date	Receipt Amount	Expense Type	Other Information	Merchant Name	Original Receipt Required	Receipt Missing	Reimbursable Amount (GBP)	
04-Sep-2017	2.40 GBP	General Public Transport Travel	Travel by tube (Oyster) from office to 102 Petty France for meeting with Justin Russell				2.40	
11-Sep-2017	4.80 GBP	General Public Transport Travel	Travel by tube (Oyster) from office to 102 Petty France for meeting with Michael Spurr. And return to the office.				4.80	
13-Sep-2017	21.00 GBP	Overnight Subsistence - more than 5 miles	Stayed two nights with the inspection team during the inspection of HMP Liverpool. Stayed at Hotel Indigo.		✓		21.00	
14-Sep-2017	21.00 GBP	Overnight Subsistence - more than 5 miles	Stayed two nights with the inspection team during the inspection of HMP Liverpool. Stayed at Hotel Indigo.		✓		21.00	
15-Sep-2017	16.00 GBP	Other Travel - General	Car park fees from 13-15 September while staying at the Hotel Indigo, Liverpool. This is minus the £11 voucher provided by the hotel.				16.00	
20-Sep-2017	21.00 GBP	Overnight Subsistence - more than 5 miles	Stayed two nights with the inspection team during the inspection of HMP Peterborough. Stayed at Premier Inn, Peterborough North.		✓		21.00	
21-Sep-2017	21.00 GBP	Overnight Subsistence - more than 5 miles	Stayed two nights with the inspection team during the inspection of HMP Peterborough. Stayed at Premier Inn, Peterborough North.		✓		21.00	
25-Sep-2017	2.40 GBP	General Public Transport Travel	Travel by tube (Oyster) from office to Tower Hill to attend SSAFA reception.				2.40	
28-Sep-2017	2.40 GBP	General Public Transport Travel	Travel by tube (Oyster) from office to Westminster to attend a Policy Exchange event.				2.40	
							Total	112.00
Mileage Expenses								
Start Date	End Date	Expense Type	Other Information	Trip Distance	Mileage Rate	Original Receipt Required	Receipt Missing	Reimbursable Amount (GBP)
02-Sep-2017	02-Sep-2017	General Mileage	Drove own car from home to the Buddhist Chaplaincy Headquarters at The Forest Hermitage to speak to a quarterly meeting of Buddhist chaplains. And return home.	201(Miles)	0.25			50.25
13-Sep-2017	13-Sep-2017	General Mileage	Drove own car from home to Liverpool to attend inspection of HMP Liverpool.	231(Miles)	0.25			57.75
15-Sep-2017	15-Sep-2017	General Mileage	Drove own car from hotel to HMP Liverpool for the final debrief of the inspection. Then drove home, via a colleague's home in Cricklewood.	244(Miles)	0.3			73.20
20-Sep-2017	20-Sep-2017	General Mileage	Drove own car from home to Peterborough to attend inspection of HMP Peterborough.	114(Miles)	0.25			28.50
21-Sep-2017	21-Sep-2017	General Mileage	Drove own car from hotel to HMP Peterborough for the inspection. Then back to the hotel in the evening.	8(Miles)	0.25			2.00
22-Sep-2017	22-Sep-2017	General Mileage	Drove own car from hotel to home, following the end of the inspection of HMP Peterborough	108(Miles)	0.25			27.00
							Total	238.70