

## Expense Report for Peter Clarke: March 2018

### Non-mileage expenses

Date	Receipt Amount	Expense Type	Other Information	Original Receipt Required	Receipt Missing	Reimbursable Amount (GBP)
07-Mar-2018	21.00 GBP	Overnight Subsistence - more than 5 miles	Overnight with the team during the inspection of HMP Wandsworth. Staying at the Holiday Inn Express London Wandsworth - not booked via Redfern.	√		21.00
08-Mar-2018	21.00 GBP	Overnight Subsistence - more than 5 miles	Overnight with the team during the inspection of HMP Wandsworth. Staying at the Holiday Inn Express London Wandsworth - not booked via Redfern.	√		21.00
08-Mar-2018	20.00 GBP	Other Travel - General	Stayed overnight with team during the inspection of HMP Wandsworth. Car parking at the hotel.			20.00
14-Mar-2018	21.00 GBP	Overnight Subsistence - more than 5 miles	Overnight with the team during the inspection of HMYOI Wetherby. Staying at the Mercure Wetherby - not booked via Redfern.	√		21.00
15-Mar-2018	21.00 GBP	Overnight Subsistence - more than 5 miles	Overnight with the team during the inspection of HMYOI Wetherby. Staying at the Mercure Wetherby - not booked via Redfern.	√		21.00
16-Mar-2018	2.50 GBP	Other Travel - General	Drove own car home from Wetherby, via Northfleet for a meeting. Dartford toll crossing.			2.50
22-Mar-2018	7.50 GBP	Other Travel - General	Taxi from Leicester station to College Court Conference Centre & Hotel. Attending conference at Leicester University on 23 March.			7.50
22-Mar-2018	21.00 GBP	Overnight Subsistence - more than 5 miles	Overnight at College Court Conference Centre & Hotel, Leicester. Speaking at conference at Leicester University on 23 March. Accommodation booked and paid for by the University.	√		21.00
28-Mar-2018	7.00 GBP	Other Travel - General	Taxi from the office to full staff meeting at 110 Rochester Row (3 people in taxi due to bad weather).			7.00
<b>Total</b>						<b>142.00</b>

### Mileage expenses

Start Date	End Date	Expense Type	Other Information	Total Miles	Mileage Rate	Original Receipt Required	Receipt Missing	Reimbursable Amount (GBP)
07-Mar-2018	07-Mar-2018	General Mileage	Drove own car from home to stay with team during the inspection of HMP Wandsworth. Stayed at Holiday Inn Express London Wandsworth - not booked by Redfern.	18(Miles)	0.25			4.50
09-Mar-2018	09-Mar-2018	General Mileage	Drove own car from hotel back to home following the inspection of HMP Wandsworth. Stayed at Holiday Inn Express London Wandsworth - not booked by Redfern.	20(Miles)	0.25			5.00
14-Mar-2018	14-Mar-2018	General Mileage	Drove own car from home to stay with team during the inspection of HMYOI Wetherby - stayed at the Mercure, Wetherby, not booked by Redfern.	226(Miles)	0.25			56.50
16-Mar-2018	16-Mar-2018	General Mileage	Drove own car from the hotel to home, via Northfleet for a meeting, following the inspection of HMYOI Wetherby - stayed at the Mercure, Wetherby, not booked by Redfern.	262(Miles)	0.25			65.50
<b>Total</b>								<b>131.50</b>