

Expense Report for Peter Clarke: January 2019

Non-mileage expenses

Date	Receipt Amount	Expense Type	Other Information	Merchant Name	Original Receipt Required	Receipt Missing	Reimbursable Amount (GBP)
09-Jan-2019	2.40 GBP	General Public Transport Travel	Travel by tube (using Oyster) from meeting in 102 Petty France to meeting in Portcullis House (lack of time between meetings)				2.40
09-Jan-2019	2.40 GBP	General Public Transport Travel	Travel by tube (using Oyster) from meeting in Portcullis House back to the office				2.40
14-Jan-2019	2.40 GBP	General Public Transport Travel	Travel by tube (using Oyster) from the office to Westminster for a meeting with the Home Office				2.40
16-Jan-2019	6.40 GBP	Other Travel - General	Drove own car to Leyland - M6 toll				6.40
16-Jan-2019	21.00 GBP	Overnight Subsistence - more than 5 miles	Stayed two nights with the team during the inspection of HMP Garth. Stayed at the Hallmark Hotel, Leyland.		✓		21.00
17-Jan-2019	21.00 GBP	Overnight Subsistence - more than 5 miles	Stayed two nights with the team during the inspection of HMP Garth. Stayed at the Hallmark Hotel, Leyland.		✓		21.00
21-Jan-2019	2.90 GBP	General Public Transport Travel	Travel by tube (using Oyster) from the office to Millbank studios for pre-recorded interviews about inspection report on HMP Bedford				2.90
22-Jan-2019	2.90 GBP	General Public Transport Travel	Travel by tube (using Oyster) from the office to Westminster for an APPG meeting and interviews about the HMP Bedford inspection report				2.90
23-Jan-2019	21.00 GBP	Overnight Subsistence - more than 5 miles	Stayed two nights with the team during the inspection of HMP Lewes. Stayed at the Premier Inn Lewes Town Centre.		✓		21.00
24-Jan-2019	21.00 GBP	Overnight Subsistence - more than 5 miles	Stayed two nights with the team during the inspection of HMP Lewes. Stayed at the Premier Inn Lewes Town Centre.		✓		21.00
23-Jan-2019	8.30 GBP	Other Travel - General	Parking Lewes overnight, while staying with the inspection team				8.30
24-Jan-2019	8.30 GBP	Other Travel - General	Parking Lewes overnight, while staying with the inspection team				8.30
30-Jan-2019	21.00 GBP	Overnight Subsistence - more than 5 miles	Stayed overnight in London during two day conference - Novotel London Excel		✓		21.00
Total							141.00

Mileage expenses

Start Date	End Date	Expense Type	Other Information	Trip Distance	Mileage Rate	Original Receipt Required	Receipt Missing	Reimbursable Amount (GBP)
16-Jan-2019	16-Jan-2019	General Mileage	Drove own car from home to Leyland to stay with the team during the inspection of HMP Garth.	226(Miles)	0.25			56.50
17-Jan-2019	17-Jan-2019	General Mileage	Drove own car from hotel in Leyland to HMP Garth in the morning. And returned to the hotel in the evening.	10(Miles)	0.25			2.50
18-Jan-2019	18-Jan-2019	General Mileage	Drove own car from hotel in Leyland to HMP Garth and then back to home.	236(Miles)	0.25			59.00
23-Jan-2019	23-Jan-2019	General Mileage	Drove own car from home to Lewes to stay with the team during the inspection of HMP Lewes.	62(Miles)	0.25			15.50
25-Jan-2019	25-Jan-2019	General Mileage	Drove own car from hotel to HMP Lewes and then back to home.	66(Miles)	0.25			16.50
Total								150.00