

Expense Report for Peter Clarke: April 2019

Non-mileage expenses

Date	Receipt Amount	Expense Type	Other Information	Merchant Name	Original Receipt Required	Receipt Missing	Reimbursable Amount (GBP)
01-Apr-2019	2.90 GBP	General Public Transport Travel	Travel by tube (with Oyster) from office to 102 Petty France for meetings				2.90
02-Apr-2019	21.00 GBP	Overnight Subsistence - more than 5 miles	Stayed overnight at Angel Hotel Cardiff before NPM business meeting. The hotel was booked using GPC card as it had been chosen for the meeting by a Welsh member of the NPM but did not appear on Redfern.		✓		21.00
02-Apr-2019	18.00 GBP	Other Travel - General	Stayed overnight at the Angel Hotel, Cardiff to attend NPM Business Meeting there. The hotel charged for car parking.				18.00
03-Apr-2019	21.00 GBP	Overnight Subsistence - more than 5 miles	Stayed two nights at BW Pavilion Hotel, Fulford with the team during the inspection of HMP Askham Grange.		✓		21.00
04-Apr-2019	21.00 GBP	Overnight Subsistence - more than 5 miles	Stayed two nights at BW Pavilion Hotel, Fulford with the team during the inspection of HMP Askham Grange.		✓		21.00
09-Apr-2019	21.00 GBP	Overnight Subsistence - more than 5 miles	Stayed one night at Jurys Inn, Exeter with the team during the IRP at HMP Exeter.		✓		21.00
09-Apr-2019	9.00 GBP	Other Travel - General	Stayed overnight at the Jurys Inn, Exeter with team during the IRP at HMP Exeter. The hotel charged for car parking.				9.00
10-Apr-2019	21.00 GBP	Overnight Subsistence - more than 5 miles	Stayed two nights at Holiday Inn Bristol Filton with the team during the inspection of HMP Ashfield		✓		21.00
11-Apr-2019	21.00 GBP	Overnight Subsistence - more than 5 miles	Stayed two nights at Holiday Inn Bristol Filton with the team during the inspection of HMP Ashfield		✓		21.00
16-Apr-2019	2.50 GBP	Other Travel - General	Drove own car to Premier Inn Chelmsford Springfield to attend IRP at HMP Chelmsford. Dartford crossing charge.				2.50
16-Apr-2019	13.00 GBP	Other Travel - General	Taxi fare from hotel into Chelmsford during IRP at HMP Chelmsford				13.00
16-Apr-2019	21.00 GBP	Overnight Subsistence - more than 5 miles	Stayed overnight at Premier Inn Chelmsford Springfield with the team during the IRP at HMP Chelmsford.		✓		21.00
17-Apr-2019	2.50 GBP	Other Travel - General	Drove own car from HMP Chelmsford to home following IRP. Dartford crossing charge.				2.50
30-Apr-2019	21.00 GBP	Overnight Subsistence - more than 5 miles	Stayed overnight at Premier Inn, Newport Isle of Wight with the team during the inspection of HMP Isle of Wight.		✓		21.00
Total							215.90

Mileage expenses

Start Date	End Date	Expense Type	Other Information	Trip Distance	Mileage Rate	Original Receipt Required	Receipt Missing	Reimbursable Amount (GBP)
02-Apr-2019	02-Apr-2019	General Mileage	Drove own car to Angel Hotel, Cardiff to attend NPM Business meeting.	162(Miles)	0.25			40.50
03-Apr-2019	03-Apr-2019	General Mileage	Drove own car from Cardiff to Pavilion Hotel, Fulford, Yorkshire, to stay with team during the inspection of HMP Askham Grange.	256(Miles)	0.25			64.00
04-Apr-2019	04-Apr-2019	General Mileage	Drove own car from Pavilion Hotel, Fulford to HMP Askham Grange for the inspection. Returned to the hotel in the evening.	16(Miles)	0.25			4.00
05-Apr-2019	05-Apr-2019	General Mileage	Drove own car from Pavilion Hotel, Fulford to HMP Askham Grange for the end of inspection. Drove home afterwards.	242(Miles)	0.25			60.50
09-Apr-2019	09-Apr-2019	General Mileage	Drove own car to Jurys Inn, Exeter to stay with the team during the IRP at HMP Exeter.	168(Miles)	0.25			42.00
10-Apr-2019	10-Apr-2019	General Mileage	Drove own car from Exeter to Holiday Inn Bristol Filton, to stay with team during the inspection of HMP Ashfield.	96(Miles)	0.25			24.00
11-Apr-2019	11-Apr-2019	General Mileage	Drove own car from Holiday Inn Bristol Filton to HMP Ashfield to attend the inspection. Returned to the hotel in the evening.	14(Miles)	0.25			3.50
12-Apr-2019	12-Apr-2019	General Mileage	Drove own car from Holiday Inn Bristol Filton to HMP Ashfield for the end of inspection. Drove home afterwards.	116(Miles)	0.25			29.00
16-Apr-2019	16-Apr-2019	General Mileage	Drove own car to Premier Inn Chelmsford Springfield to stay with the team during the IRP at HMP Chelmsford.	88(Miles)	0.25			22.00
17-Apr-2019	17-Apr-2019	General Mileage	Drove own car from Premier Inn Chelmsford Springfield to HMP Chelmsford for the end of the IRP. Drove home afterwards.	89(Miles)	0.25			22.25
30-Apr-2019	30-Apr-2019	General Mileage	Drove own car to Portsmouth and across to Premier Inn, Newport, Isle of Wight to stay with the team during the inspection of HMP Isle of Wight.	66(Miles)	0.25			16.50
Total								328.25