

Expense Report for **HARDWICK, MR NICK**
 Individual's Cost Center **RD110**
 Purpose **T&S and Expenses for June/July 2013**
 Expense Report Total **265.70 GBP**

Instructions

Please ensure that receipts are retained for a period of the current financial year and the next two. If requested receipts must be provided to the audit function without delay.

Cash and Other Expenses: Business Expenses

Line	Date	Expense Type	Merchant Name	Reimbursable Amount (GBP)	Justification	Attachments
1	07-Jun-2013	Taxis - UK		17.00	Taxi from station to venue to speak at the Perrie Lectures	
2	07-Jun-2013	Taxis - UK		20.00	Taxi back to station from the Perrie Lectures	
3	12-Jun-2013	Taxis - UK	London Taxi	11.00	Taxi from office to lunch meeting in W1	
4	26-Jun-2013	Taxis - UK	Richard's Taxis	5.00	Taxi from station to hotel for inspection of Yarls Wood IRC	
5	26-Jun-2013	Overnight Subsistence	Park Inn Bedford	21.00	Two nights with the team during the inspection of Yarls Wood IRC	
6	26-Jun-2013	Personal Incidental Expenses - UK		10.00	Two nights with the team during the inspection of Yarls Wood IRC	
7	27-Jun-2013	Daily Subsistence (12+ hours)		13.55	Two nights with the team during the inspection of Yarls Wood IRC	
8	27-Jun-2013	Taxis - UK	A1 Cars	5.00	Taxi from the IRC to the hotel during the inspection of Yarls Wood IRC	
9	03-Jul-2013	Overnight Subsistence	Holiday Inn London Sutton	21.00	Two nights with the team during the inspection of HMP Downview	
10	03-Jul-2013	Personal Incidental Expenses - UK		10.00	Two nights with the team during the inspection of HMP Downview	
11	04-Jul-2013	Daily Subsistence (12+ hours)		13.55	Two nights with the team during the inspection of HMP Downview	
12	08-Jul-2013	Taxis - UK	Radio Taxis	11.00	Taxi from office to the Old Bailey where	

	2013				speaking to a meeting of Sheriffs and Recorders Fund	
13	17-Jul-2013	Taxis - UK	Radio Cabs	8.50	Taxi from station to the hotel for inspection of HMP/YOI Parc	
14	17-Jul-2013	Overnight Subsistence	Premier Inn Bridgend Central	21.00	Two nights with the team during the inspection of HMP/YOI Parc	
15	17-Jul-2013	Personal Incidental Expenses - UK		10.00	Two nights with the team during the inspection of HMP/YOI Parc	
16	18-Jul-2013	Daily Subsistence (12+ hours)		13.55	Two nights with the team during the inspection of HMP/YOI Parc - took the rest of day as leave and stayed in Wales	
17	19-Jul-2013	Taxis - UK	Radio Cabs	6.00	Taxi from the prison to the station following the inspection of HMP/YOI Parc	
18	31-Jul-2013	Overnight Subsistence	Premier Inn Thetford	21.00	Two nights with the team during the inspection of HMP Wayland	
19	31-Jul-2013	Personal Incidental Expenses - UK		10.00	Two nights with the team during the inspection of HMP Wayland	
20	31-Jul-2013	Taxis - UK	21st Century Taxi Co.	4.00	Taxi from the station to the hotel for inspection of HMP Wayland	
21	01-Aug-2013	Daily Subsistence (12+ hours)		13.55	Two nights with the team during the inspection of HMP Wayland	
Total				265.70		

Related Applications