

Expense Report for Peter Clarke: June 2017

Non-mileage expenses

Date	Receipt Amount	Expense Type	Other Information	Merchant Name	Original Receipt Required	Receipt Missing	Reimbursable Amount (GBP)
05-Jun-2017	2.40 GBP	General Public Transport Travel	Travelled by tube (using Oyster) from office to 102 Petty France for meetings with CEO/HMPPS and Director/Offender Reform				2.40
06-Jun-2017	2.40 GBP	General Public Transport Travel	Travelled by tube (with Oyster) from office to 102 Petty France for meeting with HMPPS.				2.40
13-Jun-2017	12.00 GBP	Other Travel - General	Travelled by taxi from office to speaking engagement for NCVO. Had to take a taxi because Holborn station is closed until 10am.				12.00
14-Jun-2017	21.00 GBP	Overnight Subsistence - more than 5 miles	Two nights with the team during the inspection of Yar's Wood IRC. Stayed at the CBH Barns Hotel in Bedford, booked via Redfern.		✓		21.00
15-Jun-2017	21.00 GBP	Overnight Subsistence - more than 5 miles	Two nights with the team during the inspection of Yar's Wood IRC. Stayed at the CBH Barns Hotel in Bedford, booked via Redfern.		✓		21.00
20-Jun-2017	2.40 GBP	General Public Transport Travel	Travelled by tube (using Oyster) from Holborn to Holloway Road to speak at the NAOPV AGM and conference.				2.40
20-Jun-2017	2.40 GBP	General Public Transport Travel	Travelled by tube (with Oyster) from the NAOPV meeting to 102 Petty France for a meeting with officials about the Queens Speech.				2.40
20-Jun-2017	15.64 GBP	Other Travel - General	Travelled by taxi back to the office from 102 Petty France, due to lack of time between meetings.				15.64
26-Jun-2017	2.40 GBP	General Public Transport Travel	Travelled by tube, with Oyster, from Holborn to Brixton - en route to Brixton Prison for an interview with National Prison Radio				2.40
26-Jun-2017	1.50 GBP	General Public Transport Travel	Travelled by bus (with Oyster) from Brixton tube station to HMP Brixton.				1.50
26-Jun-2017	1.50 GBP	General Public Transport Travel	Travelled by bus from Brixton Prison back to the office in Kingsway				1.50
28-Jun-2017	16.00 GBP	Other Travel - General	Travelled by taxi from the office to Millbank for interviews about published report				16.00
28-Jun-2017	2.40 GBP	General Public Transport Travel	Travelled by tube (with Oyster) from Millbank back to the office.				2.40
28-Jun-2017	2.40 GBP	General Public Transport Travel	Travelled by tube (with Oyster) to a Crimestoppers Dinner.				2.40
29-Jun-2017	2.40 GBP	General Public Transport Travel	Travelled by tube (with Oyster) from office to 102 Petty France for meeting with the Prisons Minister.				2.40
29-Jun-2017	2.40 GBP	General Public Transport Travel	Travelled by tube (with Oyster) back to the office after meeting in 102 Petty France				2.40
30-Jun-2017	2.40 GBP	General Public Transport Travel	Travelled by tube (with Oyster) from office to BBC Broadcasting House for interviews about a published report.				2.40
30-Jun-2017	2.40 GBP	General Public Transport Travel	Travelled by tube (with Oyster) returning from BBC Broadcasting House.				2.40
Total							115.04

Mileage expenses

Start Date	End Date	Expense Type	Other Information	Trip Distance	Mileage Rate	Original Receipt Required	Receipt Missing	Reimbursable Amount (GBP)
14-Jun-2017	14-Jun-2017	General Mileage	Attended Yar's Wood IRC inspection. Drove from home (in own car) to CBH Barns Hotel in Bedford.	71(Miles)	0.25			17.75
15-Jun-2017	15-Jun-2017	General Mileage	Attended inspection of Yar's Wood IRC. Drove from Barns Hotel to Yar's Wood IRC in the morning, and returned to the hotel in the evening.	16(Miles)	0.25			4.00
16-Jun-2017	16-Jun-2017	General Mileage	Attended the inspection of Yar's Wood IRC. Drove own car from Barns Hotel, Bedford to Yar's Wood in the morning. After the debrief mid-morning, drove back to own home.	86(Miles)	0.25			21.50
Total								43.25