

Expense Report for Peter Clarke: May 2017

Non-mileage expenses

Date	Receipt Amount	Expense Type	Other Information	Merchant Name	Original Receipt Required	Receipt Missing	Reimbursable Amount (GBP)
03-May-2017	2.40 GBP	General Public Transport Travel	Travelled by tube (oyster) back to the office from St James's Park following a meeting with officials.				2.40
11-May-2017	21.00 GBP	Overnight Subsistence - more than 5 miles	Stayed overnight with the team at the Holiday Inn Bexley during the inspection of HMP Thameside. Booked via Redfern.		✓		21.00
15-May-2017	14.00 GBP	Other Travel - General	Travelled by taxi from office to Home Office for a meeting with Border Force officials. Used a taxi because some of the others were travelling with cases.				14.00
17-May-2017	21.00 GBP	Overnight Subsistence - more than 5 miles	Stayed overnight with the team at the BW Rembrandt Hotel during the inspection of HMP Portland.		✓		21.00
18-May-2017	21.00 GBP	Overnight Subsistence - more than 5 miles	Stayed 2nd night with the team at the BW Rembrandt Hotel during inspection of HMP Portland.		✓		21.00
25-May-2017	2.40 GBP	General Public Transport Travel	Travelled by tube (oyster) from office to St James's Park to attend a workshop run by HMI Probation.				2.40
Total							81.80

Mileage expenses

Start Date	End Date	Expense Type	Other Information	Trip Distance	Mileage Rate	Original Receipt Required	Receipt Missing	Reimbursable Amount (GBP)
02-May-2017	02-May-2017	General Mileage	Drove own car from home to HMP Thameside to accompany the inspector and researchers attending pre-inspection. Returned to home the same day.	93(Miles)	0.45			41.85
11-May-2017	11-May-2017	General Mileage	Drove own car from home to HMP Thameside to attend inspection there. At the end of the day drove to hotel in Bexley.	67(Miles)	0.45			30.15
12-May-2017	12-May-2017	General Mileage	Drove own car from hotel in Bexley to HMP Thameside to take part in the inspection there. Later drove from prison to home.	65(Miles)	0.45			29.25
17-May-2017	17-May-2017	General Mileage	Drove own car from home to ACRO Criminal Records Office in Fareham for meeting with Chief Executive.	79(Miles)	0.45			35.55
17-May-2017	17-May-2017	General Mileage	Drove own car from ACRO offices to Weymouth to attend inspection of HMP Portland.	77(Miles)	0.45			34.65
19-May-2017	19-May-2017	General Mileage	Drove own car to HMP Portland, to take part in the inspection. Later drove back home.	126(Miles)	0.45			56.70
26-May-2017	26-May-2017	General Mileage	Drove own car from home to HMP East Sutton Park for short visit. Returned home the same day.	130(Miles)	0.45			58.50
Total								286.65