### Helen Murley Expenses: 1 April – 30 June 2015

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
<th>Expenses</th>
<th>Details</th>
<th>Total (£)</th>
</tr>
</thead>
<tbody>
<tr>
<td>25.04.2015 – 02.05.2015</td>
<td>New Delhi and Chennai, India</td>
<td>Flight, visa, photos for visa, train, hotels, OIE</td>
<td>Attend Regional Meeting and internal meetings with HR colleagues in New Delhi. Visit Chennai office to understand the British Council operation</td>
<td>2953.83</td>
</tr>
<tr>
<td>13.05.2015 – 15.05.2015</td>
<td>Istanbul, Turkey</td>
<td>Flight, visa</td>
<td>Attend Regional Team Meeting and internal meetings with Country Directors</td>
<td>403.16</td>
</tr>
<tr>
<td>15.06.2015 – 16.06.2015</td>
<td>Manchester, UK</td>
<td>Train</td>
<td>Executive Board awayday</td>
<td>89.03</td>
</tr>
</tbody>
</table>

- Overnight Incidental Expenses (OIE) include items such as private telephone calls, laundry and forgotten toiletries. OIE is a flat-rate allowance which may be claimed for each night spent away from home, when staying at a hotel or guest house, or on a residential course.
- Travel – where accommodation, meals etc. are not listed costs are covered by regional/overseas British Council office or by an external host.