

Graham Sheffield Expenses: Apr – Jun 2015

Date	Location	Expenses	Details	Total (£)
17/04/15	Belfast, UK	Flights	Travel to Belfast to attend external stakeholder meetings	150.18
20/04/15	London UK	Lunch, taxi	Catering and taxi for 3 rd Party meeting	60.23
29/04/15	London, UK	Lunch	Catering for 3 rd party meeting	70.59
06/05/15 - 10/05/15	Venice, Italy	Flights, accommodation, sustenance	Travel to Venice to meet with senior external stakeholders and visit British Council operations (4 days)	1 199.53
29/05/15 - 04/06/15	Beirut, Lebanon, Istanbul, Turkey	Flights, accommodation, sustenance	Travel to Beirut and Istanbul to visit British Council operations (6 days)	1 462.57
22/06/15 - 05/07/15	Newhaven, USA, Rio de Janeiro, Brazil	Flights, accommodation, sustenance	Travel to Newhaven and Rio de Janeiro to attend conferences and meet with senior external stakeholders	2 571.28
29/06/15	London, UK	Theatre ticket	Ticket for performance by external stakeholder	128.00
April, May, June 2015	Various	Taxis	Taxis ordered throughout April, May and June 2015 to travel between meetings and work related events	48.50

- 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.