

Kate Arthurs Q3 Expenses: October - December 2019

Date	Location	Expenses	Details	Total (£)
01 Oct 2019	London, UK	Train	Travel to speak at DCMS conference.	8.20
01 Oct 2019	Oxford, UK	Train	Travel to Oxford to speak at Clore Fellowship Programme. (1 day)	28.64
02 Oct 2019	London, UK	Train	Travel to Arts Advisory Group meeting.	3.90
29 Oct 2019	London, UK	Train	Travel to meeting with a senior external stakeholder.	4.80
30 Oct 2019	London, UK	Train	Travel to attend Black History month reception.	5.20
09 Nov 2019	Wroughton	Train, taxi	Travel to Wroughton to meeting with external stakeholder. (1 day)	85.83
13-18 Nov 2019	Mexico City, Mexico, Bogota, Colombia	Flight, hotel, train, taxi, sustenance, entertainment	Travel to Mexico and Colombia, to meet with senior external stakeholders and visit British Council operations. (5 days)	4372.71
04 Dec 2019	Cardiff, UK	Train	Travel to Cardiff to attend British Council Cultural Diplomacy Group and meet with senior external stakeholders. (1 day)	165.14
Oct-Dec 2019	London, UK	Catering	Refreshments for 3 rd party meetings in London office.	51.50
Oct-Dec 2019	Various, UK,	Phone bills	Phone bills throughout July, August, September 2019.	164.40