

Kate Arthurs Q4 Expenses: January – March 2020

Date	Location	Expenses	Details	Total (£)
16 Jan 2020	London, UK	Train	Travel home after late finishing function	2.40
17 Jan 2020	London, UK	Lunch	Catering for 3rd party meeting.	54.33
23 Jan 2020	London, UK	Lunch	Catering for 3rd party meeting.	31.89
28 Jan 2020	Swindon, UK	Train	Travel to Swindon to speak at the Commonweal School. (1 day)	114.96
13 Feb 2020	London, UK	Refreshments	Catering for 3rd party meeting.	28.00
19 Feb 2020	Manchester, UK	Train	Travel to Manchester to meet with senior external stakeholders and visit British Council operations. (1 day)	203.04
26 Feb 2020	Oxford, UK	Train	Travel to Oxford to take part in a panel at the Brand Power Soft Power Index conference. (1 day)	33.36
12 Mar 2020	Leeds, UK	Train	Travel to Leeds to speak at ICOM 2020 Working Internationally Conference. (1 day)	109.09
Jan-Mar 2020	London, UK	Catering	Refreshments for 3 rd party meetings in London office.	19.00
Jan- Mar 2020	Various, UK,	Phone bills	Phone bills throughout January, February, March 2020	59.40