

Mark Walker Q4 Expenses: Date January to March 2024

Date	Location	Expenses	Details	Total (£)
January to March 2024	Berkshire	Mobile telephone	02 Mobile telephone business usage.	£226.04
January 2024	Vietnam	Flight (refund)	Country visit to Vietnam – refund following flight changes	<2918.01>
February 2024	Madrid	Flight	Attend New Directions conference, Madrid – March 2024	194.57
February 2024	South Africa	Flight	Attend Schools Now conference, Cape Town – February/March 2024 (including visit to Johannesburg)	3197.57
Feb 2024	South Africa	Meal allowance	Meals claimed whilst travelling in South Africa	53.54
March 2024	South Africa	OIE	6 nights overnight allowance claimed when visiting South Africa for Schools Now conference £60.00 (reduced to compensate for above limit meal claim)	24.83
March 2024	Mauritius	Flight (refund)	Country visit to Mauritius cancelled (cyclone warning) partial refund of flight costs.	<334.30>
March 2024	Mumbai	Flight	Country visit to India planned for July with CEO	3337.69
March 2024	London	Train	P1 16 Planning meeting in Cambridge cost £47.20. Reduced to repay meal overspend of 1700 Zar on 26 February Airport link for conference visit to Madrid Airport link for conference in Cape Town	£5.87 £16.60 17.70
March 2024	London	Refreshments	Tea and coffee for IELTS Board meeting members	18.40
March 2024	London	Meal/entertainment	Meal for IELTS Board members (CEO approval received)	446.03

Total				4286.53
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