

Kate Arthurs Q4 Expenses: January - March 2019

Date	Location	Expenses	Details	Total (£)
23/01/19	London, UK	Lunch	Catering for 3 rd party meeting.	76.38
29/01/19	London, UK	Refreshments	Catering for 3 rd party meeting.	17
03/02/19- 07/02/19	Moscow & St. Petersburg, Russia	Flight, train, visa, sustenance, entertainment	Travel to Moscow to meet with senior external stakeholders and visit British Council operations. Travel to St. Petersburg to attend the Future Culture seminar, meet with senior external stakeholders and visit British Council operations (5 days)	402.58
11/02/19	London, UK	Refreshments	Catering for 3 rd party meeting.	28.50
14/02/19	London, UK	Refreshments	Catering for 3 rd party meeting.	5.20
19/02/19	London, UK	Refreshments	Catering for 3 rd party meeting.	6
05/03/19	London, UK	Refreshments	Catering for 3 rd party meeting.	41.43
07/03/19- 09/03/19	Banja Luka, Bosnia & Herzegovina	Flight, train, bus, sustenance	Travel to Banja Luka to attend the opening of Perceptions, meet with senior external stakeholders and visit British Council operations (3 days)	250.54
21/03/19	London, UK	Lunch	Catering for 3 rd party meeting.	29.25
21/03/19	London, UK	Concert ticket	Ticket for performance by external stakeholder.	40.65
January, February, March 2019	London, UK	Catering	Refreshments for 3 rd party meetings in London office	56
January, February, March 2019	Various, UK,	Phone bills	Phone bills throughout January, February, March 2019	80.86