

## Richard Thomas Q4 Expenses: January – March 2019

| Date               | Location | Expenses          | Details  | Total (£) |
|--------------------|----------|-------------------|--|-----------|
| Jan-Mar 2019       | London   | Vodafone          | Phone and broadband bills for January, February and March 2019                                   | 276.09    |
| 31 Jan-01 Feb 2019 | Dubai    | Flight            | Return flight to Project Athena conference   | 360.39    |
| 31 Jan-01 Feb 2019 | Dubai    | Accommodation     | Accommodation whilst attending Athena conference   | 473.77    |
| 31 Jan-01 Feb 2019 | Dubai    | Sustenance        | Dinner at the hotel for 16 Finance staff attending conference                                    | 1473.92   |
| 31 Jan-01 Feb 2019 | Dubai    | Taxi              | Airports transfers to and from home-airport and meetings<br>Addison Lee – paid on account        | 52.36     |
| 17-20 Mar 2019     | Spain    | Flight            | Return flight  | 339.14    |
| 17-20 Mar 2019     | Spain    | Accommodation     | Accommodation whilst attending meetings in Spain   | 359.68    |
| 17-20 Mar 2019     | Spain    | Sustenance        | Dinner at the hotel  | 53.39     |
| 17-20 Mar 2019     | Spain    | Airport transfers | Taxi / airports transfers to and from home-airport and meetings<br>Addison Lee – paid on account | 75.75     |
| 15 Mar 2019        | Kenya    | Visa              | Digital photo and Kenya e-visa application   | 50.83     |
| 02-05 Apr 2019     | Kenya    | Flight            | Return Flight to Kenya   Induction and finance meetings  | 2770.52   |