

Mark Robson Expenses: 1 January – 31 March 2013

Date	Location	Expenses	Details	Total (£)
22/02/13	Brighton	Train	IELTS (International English Language Testing System) team meeting	45.91
27/02/13 – 01/03/13	Baltimore	Flights, hotel, taxis, trains, visa,	Meeting with Prometrack, British Council US and Friends of the British Council	4003.64
03/03/13 - 08/03/13	Dubai	Flights, hotel, taxis, food	Attending annual Going Global conference and the IELTS (International English Language Testing System) Global Strategy Group meeting with IDP (International Development Program).	1911.05
21/03/13	Brussels	Eurostar, tube	Meeting with EU Regional Director and Executive Board Meeting	177.24
22/03/13	London	Tube	Media training at Electric Airwaves	4.20

- Overnight Incidental Expenses (OIE) include items such as private telephone calls, laundry and forgotten toiletries. OIE can be claimed on travel both in and out of the UK and on British Council business away from normal place of work.
- Travel – where accommodation, meals etc. are not listed costs are covered by regional/overseas British Council office or by external host.