

|                         |                                |
|-------------------------|--------------------------------|
| TRAVEL EXPENSES SUMMARY | DIRECTOR OF HUMAN<br>RESOURCES |
|-------------------------|--------------------------------|



|       |         |
|-------|---------|
| MONTH | OCTOBER |
| YEAR  | 2008    |

|         |              |         | COSTS     |              |               |                 |      |         |            |
|---------|--------------|---------|-----------|--------------|---------------|-----------------|------|---------|------------|
| NUMBER  | DESTINATIONS | PURPOSE | AIR FARES | OTHER TRAVEL | ACCOMMODATION | MEALS           | MISC | REFUNDS | TOTAL COST |
| NIL     |              |         |           |              |               |                 |      |         | £0.00      |
|         |              |         |           |              |               |                 |      |         | £0.00      |
|         |              |         |           |              |               |                 |      |         | £0.00      |
|         |              |         |           |              |               |                 |      |         | £0.00      |
|         |              |         |           |              |               |                 |      |         | £0.00      |
|         |              |         |           |              |               |                 |      |         | £0.00      |
|         |              |         |           |              |               |                 |      |         | £0.00      |
|         |              |         |           |              |               |                 |      |         | £0.00      |
|         |              |         |           |              |               |                 |      |         | £0.00      |
|         |              |         |           |              |               |                 |      |         | £0.00      |
|         |              |         |           |              |               |                 |      |         | £0.00      |
|         |              |         |           |              |               |                 |      |         | £0.00      |
|         |              |         |           |              |               |                 |      |         | £0.00      |
|         |              |         |           |              |               |                 |      |         | £0.00      |
|         |              |         |           |              |               |                 |      |         | £0.00      |
|         |              |         |           |              |               |                 |      |         | £0.00      |
|         |              |         |           |              |               |                 |      |         | £0.00      |
|         |              |         |           |              |               |                 |      |         | £0.00      |
|         |              |         |           |              |               |                 |      |         | £0.00      |
|         |              |         |           |              |               |                 |      |         | £0.00      |
|         |              |         |           |              |               |                 |      |         | £0.00      |
|         |              |         |           |              |               |                 |      |         | £0.00      |
|         |              |         |           |              |               | TOTAL FOR MONTH |      |         | £0.00      |
| SUMMARY |              |         |           |              |               |                 |      |         |            |
|         |              |         |           |              |               |                 |      |         |            |
|         |              |         |           |              |               |                 |      |         |            |
|         |              |         |           |              |               |                 |      |         |            |
|         |              |         |           |              |               |                 |      |         |            |
|         |              |         |           |              |               |                 |      |         |            |