TRAVEL EXPENSES SUMMARY HEAD OF HUMAN RESOURCES

MONTH	DECEMBER
YEAR	2008

			COSTS						
NUMBER	DESTINATIONS	PURPOSE	AIR FARES	OTHER TRAVEL	ACCOMMODATION	MEALS	MISC	REFUNDS	TOTAL COST
1	London	Skills for Justice Board meeting	£334.00	£35.20	£178.25	£0.00	£0.00	£0.00	£547.45
2	London	National Training Awards	£334.00	£35.20	£184.00	£0.00	£0.00	£0.00	£553.20
									£0.00
									£0.00
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									£0.00
									£0.00
					TOTAL FOR MONTH				£1,100.65
					TOTAL FOR YEAR 2008				£7,494.14

SUMMARY	