TRAVEL EXPENSES SUMMARY Head of Corporate Communications

MONTH	November
YEAR	2013

			COSTS						
NUMBER	DESTINATIONS	PURPOSE	AIR FARES	OTHER TRAVEL	ACCOMMODATION	MEALS	MISC	REFUNDS	TOTAL COST
1	London	Ashridge Training(cancelled unable to gain refund)	£162.20						£162.20
2	Birmingham	Meet with Cathy Brown ref plans for "The Journey" Part 2 on 5.11.13	£154.18						£154.18
3	Birmingham	Cathy Brown's flight to support "The Journey" Part 2 on 14.11.13	£202.98						£202.98
4	Birmingham	Cathy Brown's flight to support "The Journey" Part 2 on 25.11.13	£152.98						£152.98
									£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				£672.34

SUMMARY	