TRAVEL EXPENSES SUMMARY Head of Corporate Communications

MONTH	September
YEAR	2013

			COSTS						
NUMBER	DESTINATIONS	PURPOSE	AIR FARES	OTHER TRAVEL	ACCOMMODATION	MEALS	MISC	REFUNDS	TOTAL COST
1	London	Meeting Chris Web	£192.20						£192.20
2	Leeds	Meeting Finn Communications & N.Yorkshire Police	£232.87						£232.87
									£0.00
									£0.00
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									£0.00
					TOTAL FOR MONTH				£425.07

SUMMARY	