TRAVEL EXPENSES SUMMARY Head of Corporate Communications

MONTH	FEBRUARY
YEAR	2014

			COSTS						
NUMBER	DESTINATIONS	PURPOSE	AIR FARES	OTHER TRAVEL	ACCOMMODATION	MEALS	MISC	REFUNDS	TOTAL COST
1	London	Meeting mentor on 7.02.14	£74.70						£137.87
2	Belfast	Return trip from meeting mentor on 7.02.14 from Leeds Bradford	£111.77						£111.77
3	London	Meeting mentor on 28.02.14	£151.70						£151.70
									£0.00
									£0.00
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					TOTAL FOR MONTH				£401.34

SUMMARY	