TRAVEL EXPENSES SUMMARY Head of Corporate Communications

MONTH	OCTOBER
YEAR	2014

			COSTS						
NUMBER	DESTINATIONS	PURPOSE	AIR FARES	OTHER TRAVEL	ACCOMMODATION	MEALS	MISC	REFUNDS	TOTAL COST
1	London	Communications Meeting	£165.31	£19.00					£184.31
									£0.00
									£0.00
									£0.00
									£0.00
									£0.00
									£0.00
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									£0.00
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									£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				£184.31

SUMMARY	