TRAVEL EXPENSES SUMMARY Head of Corporate Communications

MONTH	SEPTEMBER
YEAR	2014

			COSTS						
NUMBER	DESTINATIONS	PURPOSE	AIR FARES	OTHER TRAVEL	ACCOMMODATION	MEALS	MISC	REFUNDS	TOTAL COST
1	Birmingham	Social Media Conference	£169.73						£169.73
2	London	Communications Meeting. Unable to attend due to illness	£381.90					£381.90	£0.00
									£0.00
									£0.00
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									£0.00
					TOTAL FOR MONTH				£169.73

SUMMARY	