**NHS Business Services Authority Board Members and Senior Staff Business Expenses**

**(This document includes all expenses claimed for during the period 1 January 2025 – 31 March 2025)**

**1. Expenses**

**Michael Brodie**

**Chief Executive -** Total claims for this period:

- Expenses claimed £0.00

- Via corporate contract (travel/accommodation) £772.41

- Via corporate contract (hire car) £0.00

**Total** **£772.41**

**Expenses claimed –** no claims for this period.

**Via corporate contract (travel/accommodation) -**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Dates** | **Destination** | **Purpose** | **Travel** | | | **Total**  **Costs £** |
|  | **Air £** | **Rail £** | **Accommodation £** |  |
| 27 January 2025 | London | External meeting |  | £84.00 |  | £84.00 |
| 27 January 2025 | London | External meeting |  | Booking fee £0.45 |  | £0.45 |
| 27 January 2025 | London | External meeting |  |  | £141.51 | £141.51 |
| 28 January 2025 | Morpeth | External meeting |  | £196.70 |  | £196.70 |
| 28 January 2025 | Morpeth | External meeting |  | Booking fee £0.45 |  | £0.45 |
| 13 February 2025 | London | External meeting |  | £151.70 |  | £151.70 |
| 13 February 2025 | London | External meeting |  | Booking fee £0.45 |  | £0.45 |
| 13 February 2025 | Morpeth | External meeting |  | £196.70 |  | £196.70 |
| 13 February 2025 | Morpeth | External meeting |  | Booking fee £0.45 |  | £0.45 |

**Via corporate contract (hire car) –** no claims for this period.

**Brendan Brown**

**Chief Operating Officer –** Total claims for period:

- Expenses claimed £9.24

- Via corporate contract (travel/accommodation) £0.00

- Via corporate contract (hire car) £0.00

**Total** **£9.24**

**Expenses claimed -**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Dates** | **Destination** | **Purpose** | **Travel** | | | | **Other** | **Total Costs £** |
| **Air £** | **Rail £** | **Taxi/Car £** | **Accommodation/**  **Meals £** |
| 27 February 2025 | Newcastle | Internal meeting |  |  |  |  | Parking £9.24 | £9.24 |

**Via corporate contract (travel/accommodation) –** no claims for this period.

**Via corporate contract (hire car) –** no claims for this period.

**Darren Curry**

**Chief Digital Officer –** Total claims for period:

- Expenses claimed £0.00

- Via corporate contract (travel/accommodation) £221.50

- Via corporate contract (hire car) £0.00

**Total £221.50**

**Expenses claimed –** no claims for this period.

**Via corporate contract (travel/ accommodation) –**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Dates** | **Destination** | **Purpose** | **Travel** | | | **Total**  **Costs £** |
|  | **Air £** | **Rail £** | **Accommodation £** |  |
| 26 February 2025 | London | External meeting |  | £59.50 |  | £59.50 |
| 26 February 2025 | London | External meeting |  | Booking fee £0.45 |  | £0.45 |
| 27 February 2025 | Newcastle | External meeting |  | £161.10 |  | £161.10 |
| 27 February 2025 | Newcastle | External meeting |  | Booking fee £0.45 |  | £0.45 |

**Via corporate contract (hire car) –** no claims for this period.

**Mark Dibble**

**Executive Director of People and Corporate Services -**Total claims for this period:

- Expenses claimed £0.00

- Via corporate contract (travel/accommodation) £0.00

- Via corporate contract (hire car) £0.00

**Total £0.00**

**Expenses claimed –** no claims for this period.

**Via corporate contract (travel/accommodation) –** no claims for this period.

**Via corporate contract (hire car) –** no claims for this period.

**Andy McKinlay**

**Executive Director of Finance, Commercial and Estates -** Total claims for this period:

- Expenses claimed £0.00

- Via corporate contract (travel/accommodation) £0.00

- Via corporate contract (hire car) £0.00

**Total £0.00**

**Expenses claimed –** no claims for this period.

**Via corporate contract (travel/accommodation) –** no claims for this period.

**Via corporate contract (hire car) –** no claims for this period.

**Allison Newell**

**Executive Director of Strategy, Performance, Business Development and Growth -** Total claims for this period:

- Expenses claimed £0.00

- Via corporate contract (travel/accommodation) £0.00

- Via corporate contract (hire car) £0.00

**Total £0.00**

**Expenses claimed –** no claims for this period.

**Via corporate contract (travel/accommodation) –** no claims for this period.

**Via corporate contract (hire car) –** no claims for this period.

**Sue Douthwaite**

**Chair -** Total claims for this period:

- Expenses claimed £142.39

- Via corporate contract (travel/accommodation) £364.40

- Via corporate contract (hire car) £0.00

**Total £506.79**

**Expenses claimed –**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Dates** | **Destination** | **Purpose** | **Travel** | | | | **Other** | **Total Costs £** |
| **Air £** | **Rail £** | **Taxi/Car £** | **Accommodation/**  **Meals £** |
| 28 October 2024 | London | External meeting |  |  | £9.20 |  |  | £9.20 |
| 28 October 2024 | London | External meeting |  |  | £16.00 |  |  | £16.00 |
| 21 November 2024 | Leeds | External meeting |  |  |  |  | Mileage (£0.56 per mile) £8.40 | £8.40 |
| 21 November 2024 | Leeds | External meeting |  |  |  |  | Mileage (£0.56 per mile) £8.40 | £8.40 |
| 28 November 2024 | Newcastle | Internal meeting |  |  | £16.00 |  |  | £16.00 |
| 02 December 2024 | Newcastle | Internal meeting |  |  |  | £22.50 |  | £22.50 |
| 11 December 2024 | Newcastle | Internal meeting |  |  | £11.97 |  |  | £11.97 |
| 11 December 2024 | Newcastle | Internal meeting |  |  | £14.50 |  |  | £14.50 |
| 11 December 2024 | Newcastle | Internal meeting |  |  |  | £22.50 |  | £22.50 |
| 12 December 2024 | Newcastle | Internal meeting |  |  | £12.92 |  |  | £12.92 |

**Via corporate contract (travel/accommodation) -**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Dates** | **Destination** | **Purpose** | **Travel** | | | **Total**  **Costs £** |
|  | **Air £** | **Rail £** | **Accommodation £** |  |
| 27 January 2025 | London | External meeting |  | £5.00 |  | £5.00 |
| 27 January 2025 | London | External meeting |  | Booking fee £0.45 |  | £0.45 |
| 28 January 2025 | Melton Mowbray | External meeting |  | £5.00 |  | £5.00 |
| 28 January 2025 | Melton Mowbray | External meeting |  | Booking fee £0.45 |  | £0.45 |
| 07 March 2025 | Newcastle | Internal meeting |  | £19.55 |  | £19.55 |
| 07 March 2025 | Newcastle | Internal meeting |  | Booking fee £0.25 |  | £0.25 |
| 07 March 2025 | Newcastle | Internal meeting |  | £18.00 |  | £18.00 |
| 07 March 2025 | Newcastle | Internal meeting |  | Booking fee £0.25 |  | £0.25 |
| 07 March 2025 | Huddersfield | Internal meeting |  | £71.15 |  | £71.15 |
| 07 March 2025 | Huddersfield | Internal meeting |  | Booking fee £0.25 |  | £0.25 |
| 19 March 2025 | Newcastle | Internal meeting |  | £71.15 |  | £71.15 |
| 19 March 2025 | Newcastle | Internal meeting |  | Booking fee £0.25 |  | £0.25 |
| 19 March 2025 | Newcastle | Internal meeting |  |  | £101.25 | £101.25 |
| 20 March 2025 | Huddersfield | Internal meeting |  | £71.15 |  | £71.15 |
| 20 March 2025 | Huddersfield | Internal meeting |  | Booking fee £0.25 |  | £0.25 |

**Via corporate contract (hire car) –** no claims for this period.

**Kathryn Gillatt**

**Non-Executive Director -**Total claims for period:

- Expenses claimed £515.22

- Via corporate contract (travel/accommodation) £85.00

- Via corporate contract (hire car) £0.00

**Total £600.22**

**Expenses claimed –**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Dates** | **Destination** | **Purpose** | **Travel** | | | | **Other** | **Total Costs £** |
| **Air £** | **Rail £** | **Taxi/Car £** | **Accommodation/**  **Meals £** |
| 18 November 2024 | London | External meeting |  |  |  |  | Mileage (£0.56 per mile) £4.50 | £4.50 |
| 18 November 2024 | London | External meeting |  |  |  | £22.50 |  | £22.50 |
| 19 November 2024 | London | External meeting |  |  |  | £22.50 |  | £22.50 |
| 20 November 2024 | London | External meeting |  |  |  |  | Mileage (£0.56 per mile) £4.08 | £4.08 |
| 06 December 2024 | London | External meeting |  |  |  |  | Mileage (£0.56 per mile) £4.08 | £4.08 |
| 06 December 2024 | London | External meeting |  |  |  |  | Mileage (£0.56 per mile) £4.50 | £4.50 |
| 06 December 2024 | London | External meeting |  |  |  | £5.00 |  | £5.00 |
| 11 December 2024 | Newcastle | Internal meeting |  |  |  | £22.50 |  | £22.50 |
| 11 December 2024 | Newcastle | Internal meeting |  |  |  |  | Mileage (£0.56 per mile) £97.13 | £97.13 |
| 12 December 2024 | Newcastle | Internal meeting |  |  |  | £5.00 |  | £5.00 |
| 12 December 2024 | Newcastle | Internal meeting |  |  |  |  | Mileage (£0.56 per mile) £96.90 | £96.90 |
| 05 February 2025 | Newcastle | Internal meeting |  |  |  |  | Mileage (£0.56 per mile) £97.13 | £97.13 |
| 05 February 2025 | Newcastle | Internal meeting |  |  |  | £22.50 |  | £22.50 |
| 06 February 2025 | Newcastle | Internal meeting |  |  |  |  | Mileage (£0.56 per mile) £96.90 | £96.90 |
| 06 February 2025 | Newcastle | Internal meeting |  |  |  | £10.00 |  | £10.00 |

**Via corporate contract (travel/accommodation) -**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Dates** | **Destination** | **Purpose** | **Travel** | | | **Total**  **Costs £** |
|  | **Air £** | **Rail £** | **Accommodation £** |  |
| 05 February 2025 | Newcastle | Internal meeting |  |  | £85.00 | £85.00 |

**Via corporate contract (hire car) –** no claims for this period.

**Mel Tomlin**

**Non-Executive Director -**Total claims for period:

- Expenses claimed £613.47

- Via corporate contract (travel/accommodation) £747.95

- Via corporate contract (hire car) £0.00

**Total** **£1361.42**

**Expenses claimed –**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Dates** | **Destination** | **Purpose** | **Travel** | | | | **Other** | **Total Costs £** |
| **Air £** | **Rail £** | **Taxi/Car £** | **Accommodation/**  **Meals £** |
| 11 December 2024 | Newcastle | Internal meeting |  |  |  | £22.50 |  | £22.50 |
| 11 December 2024 | Newcastle | Internal meeting |  |  |  |  | Mileage (£0.56 per mile) £131.98 | £131.98 |
| 12 December 2024 | Newcastle | Internal meeting |  |  |  |  | Parking £15.00 | £15.00 |
| 12 December 2024 | Newcastle | Internal meeting |  |  |  |  | Mileage (£0.56 per mile) £2.64 | £2.64 |
| 12 December 2024 | Newcastle | Internal meeting |  |  |  |  | Mileage (£0.56 per mile) £133.26 | £133.26 |
| 05 February 2025 | Newcastle | Internal meeting |  |  |  | £5.00 |  | £5.00 |
| 05 February 2025 | Newcastle | Internal meeting |  |  |  | £22.50 |  | £22.50 |
| 05 February 2025 | Newcastle | Internal meeting |  |  |  |  | Mileage (£0.56 per mile) £133.13 | £133.13 |
| 06 February 2025 | Newcastle | Internal meeting |  |  |  |  | Mileage (£0.56 per mile) £133.26 | £133.26 |
| 06 February 2025 | Newcastle | Internal meeting |  |  | £14.20 |  |  | £14.20 |

**Via corporate contract (travel/accommodation) -**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Dates** | **Destination** | **Purpose** | **Travel** | | | **Total**  **Costs £** |
|  | **Air £** | **Rail £** | **Accommodation £** |  |
| 05 February 2025 | Newcastle | Internal meeting |  |  | £85.00 | £85.00 |
| 19 March 2025 | Newcastle | Internal meeting |  | £190.10 |  | £190.10 |
| 19 March 2025 | Newcastle | Internal meeting |  | Booking fee £0.25 |  | £0.25 |
| 19 March 2025 | Newcastle | Internal meeting |  |  | £104.65 | £104.65 |
| 20 March 2025 | Bicester | Internal meeting |  | £367.70 |  | £367.70 |
| 20 March 2025 | Bicester | Internal meeting |  | Booking fee £0.25 |  | £0.25 |

**Via corporate contract (hire car) –** no claims for this period.

**David Leather**

**Non-Executive Director -**Total claims for period:

- Expenses claimed £0.00

- Via corporate contract (travel/accommodation) £72.25

- Via corporate contract (hire car) £0.00

**Total**  **£72.25**

**Expenses claimed –** no claims for this period.

**Via corporate contract (travel/accommodation) -**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Dates** | **Destination** | **Purpose** | **Travel** | | | **Total**  **Costs £** |
|  | **Air £** | **Rail £** | **Accommodation £** |  |
| 20 March 2025 | York | Internal meeting |  | £72.00 |  | £72.00 |
| 20 March 2025 | York | Internal meeting |  | Booking fee £0.25 |  | £0.25 |

**Via corporate contract (hire car) –** no claims for this period.

**Mathew McKie**

**Non-Executive Director -**Total claims for period:

- Expenses claimed £77.86

- Via corporate contract (travel/accommodation) £550.30

- Via corporate contract (hire car) £0.00

**Total**  **£628.16**

**Expenses claimed –**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Dates** | **Destination** | **Purpose** | **Travel** | | | | **Other** | **Total Costs £** |
| **Air £** | **Rail £** | **Taxi/Car £** | **Accommodation/**  **Meals £** |
| 11 December 2024 | Newcastle | Internal meeting |  |  |  | £22.50 |  | £22.50 |
| 12 December 2024 | Newcastle | Internal meeting |  |  | £11.94 |  |  | £11.94 |
| 05 February 2025 | Newcastle | Internal meeting |  |  | £20.92 |  |  | £20.92 |
| 05 February 2025 | Newcastle | Internal meeting |  |  |  | £22.50 |  | £22.50 |

**Via corporate contract (travel/accommodation) -**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Dates** | **Destination** | **Purpose** | **Travel** | | | **Total**  **Costs £** |
|  | **Air £** | **Rail £** | **Accommodation £** |  |
| 05 February 2025 | Newcastle | Internal meeting |  | £6.25 |  | £6.25 |
| 05 February 2025 | Newcastle | Internal meeting |  | Booking fee £0.45 |  | £0.45 |
| 05 February 2025 | Newcastle | Internal meeting |  | £114.10 |  | £114.10 |
| 05 February 2025 | Newcastle | Internal meeting |  | Booking fee £0.45 |  | £0.45 |
| 05 February 2025 | Newcastle | Internal meeting |  |  | £85.00 | £85.00 |
| 06 February 2025 | Liverpool | Internal meeting |  | £6.25 |  | £6.25 |
| 06 February 2025 | Liverpool | Internal meeting |  | Booking fee £0.45 |  | £0.45 |
| 19 March 2025 | Newcastle | Internal meeting |  | £6.50 |  | £6.50 |
| 19 March 2025 | Newcastle | Internal meeting |  | Booking fee £0.25 |  | £0.25 |
| 19 March 2025 | Newcastle | Internal meeting |  | £75.60 |  | £75.60 |
| 19 March 2025 | Newcastle | Internal meeting |  | Booking fee £0.25 |  | £0.25 |
| 19 March 2025 | Newcastle | Internal meeting |  |  | £104.65 | £104.65 |
| 20 March 2025 | Liverpool | Internal meeting |  | £6.50 |  | £6.50 |
| 20 March 2025 | Liverpool | Internal meeting |  | Booking fee £0.25 |  | £0.25 |
| 20 March 2025 | Liverpool | Internal meeting |  | £143.10 |  | £143.10 |
| 20 March 2025 | Liverpool | Internal meeting |  | Booking fee £0.25 |  | £0.25 |

**Via corporate contract (hire car) –** no claims for this period.

**Randeep Sidhu**

**Non-Executive Director -**Total claims for period:

- Expenses claimed £0.00

- Via corporate contract (travel/accommodation) £445.00

- Via corporate contract (hire car) £0.00

**Total**  **£445.00**

**Expenses claimed -** no claims for this period.

**Via corporate contract (travel/accommodation) -**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Dates** | **Destination** | **Purpose** | **Travel** | | | **Total**  **Costs £** |
|  | **Air £** | **Rail £** | **Accommodation £** |  |
| 05 February 2025 | Newcastle | Internal meeting |  | £178.90 |  | £178.90 |
| 05 February 2025 | Newcastle | Internal meeting |  | Booking fee £0.45 |  | £0.45 |
| 05 February 2025 | Newcastle | Internal meeting |  |  | £85.00 | £85.00 |
| 06 February 2025 | London | Internal meeting |  | £180.20 |  | £180.20 |
| 06 February 2025 | London | Internal meeting |  | £0.45 |  | £0.45 |

**Via corporate contract (hire car) –** no claims for this period.

**Dan Britton**

**Associate Director of Citizen Services -**Total claims for this period:

- Expenses claimed £0.00

- Via corporate contract (travel/accommodation) £65.40

- Via corporate contract (hire car) £0.00

**Total**  **£65.40**

**Expenses claimed -** no claims for this period.

**Via corporate contract (travel/accommodation) -**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Dates** | **Destination** | **Purpose** | **Travel** | | | **Total**  **Costs £** |
|  | **Air £** | **Rail £** | **Accommodation £** |  |
| 27 March 2025 | Dalmeny | External meeting |  | £25.20 |  | £25.20 |
| 27 March 2025 | Dalmeny | External meeting |  | Booking fee £0.45 |  | £0.45 |
| 27 March 2025 | Dalmeny | External meeting |  | £5.90 |  | £5.90 |
| 27 March 2025 | Dalmeny | External meeting |  | Booking fee £0.45 |  | £0.45 |
| 27 March 2025 | Edinburgh | External meeting |  | £5.90 |  | £5.90 |
| 27 March 2025 | Edinburgh | External meeting |  | Booking fee £0.45 |  | £0.45 |
| 28 March 2025 | Newcastle | External meeting |  | £26.60 |  | £26.60 |
| 28 March 2025 | Newcastle | External meeting |  | Booking fee £0.45 |  | £0.45 |

**Via corporate contract (hire car) –** no claims for this period.

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**Martin Kelsall**

**Director of Primary Care Services –** Total claims for period:

- Expenses claimed £0.00

- Via corporate contract (travel/accommodation) £32.00

- Via corporate contract (hire car) £0.00

**Total £32.00**

**Expenses claimed -**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Dates** | **Destination** | **Purpose** | **Travel** | | | | **Other** | **Total Costs £** |
| **Air £** | **Rail £** | **Taxi/Car £** | **Accommodation/**  **Meals £** |
| 07 November 2024 | Newcastle | Internal meeting |  |  |  |  | Parking £16.00 | £16.00 |
| 28 January 2025 | Newcastle | Internal meeting |  |  |  |  | Parking £16.00 | £16.00 |

**Via corporate contract (travel/accommodation) –** no claims for this period.

**Via corporate contract (hire car) –** no claims for this period.

**Dr Alison Metcalfe**

**Head of Professional and Clinical Services -**Total claims for this period:

- Expenses claimed £95.00

- Via corporate contract (travel/accommodation) £0.00

- Via corporate contract (hire car) £0.00

**Total £95.00**

**Expenses claimed -**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Dates** | **Destination** | **Purpose** | **Travel** | | | | **Other** | **Total Costs £** |
| **Air £** | **Rail £** | **Taxi/Car £** | **Accommodation/**  **Meals £** |
| 21 January 2025 | London | Training |  |  |  |  | £95.00 | £95.00 |

**Via corporate contract (travel/accommodation) –** no claims for this period.

**Via corporate contract (hire car) –** no claims for this period.

**Alison O’Brien**

**Associate Director of Workforce Services -**Total claims for this period:

- Expenses claimed £0.00

- Via corporate contract (travel/accommodation) £0.00

- Via corporate contract (hire car) £0.00

**Total**  **£0.00**

**Expenses claimed -** no claims for this period.

**Via corporate contract (travel/accommodation) –** no claims for this period.

**Via corporate contract (hire car) –** no claims for this period.

**Libby Pink**

**Chief Portfolio Officer** **-**Total claims for this period:

- Expenses claimed £481.90

- Via corporate contract (travel/accommodation) £1929.75

- Via corporate contract (hire car) £0.00

**Total £2411.65**

**Expenses claimed -**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Dates** | **Destination** | **Purpose** | **Travel** | | | | **Other** | **Total Costs £** |
| **Air £** | **Rail £** | **Taxi/Car £** | **Accommodation/**  **Meals £** |
| 26 November 2024 | Newcastle | Internal meeting |  |  | £9.00 |  |  | £9.00 |
| 07 January 2025 | London | External meeting |  |  |  |  | Parking £7.00 | £7.00 |
| 07 January 2025 | London | External meeting |  |  |  | £5.00 |  | £5.00 |
| 13 January 2025 | Newcastle | Internal meeting |  |  |  | £25.00 |  | £25.00 |
| 13 January 2025 | Newcastle | Internal meeting |  |  | £7.10 |  |  | £7.10 |
| 14 January 2025 | Newcastle | Internal meeting |  |  |  | £25.00 |  | £25.00 |
| 15 January 2025 | Newcastle | Internal meeting |  |  |  | £25.00 |  | £25.00 |
| 27 January 2025 | Newcastle | Internal meeting |  |  |  | £25.00 |  | £25.00 |
| 27 January 2025 | Newcastle | Internal meeting |  |  |  |  | Parking £5.00 | £5.00 |
| 27 January 2025 | Newcastle | Internal meeting |  |  | £10.00 |  |  | £10.00 |
| 28 January 2025 | Newcastle | Internal meeting |  |  |  | £25.00 |  | £25.00 |
| 28 January 2025 | Newcastle | Internal meeting |  | £78.90 |  |  |  | £78.90 |
| 03 February 2025 | Newcastle | Internal meeting |  |  |  | £25.00 |  | £25.00 |
| 03 February 2025 | Newcastle | Internal meeting |  |  | £7.10 |  |  | £7.10 |
| 04 February 2025 | Newcastle | Internal meeting |  |  |  | £25.00 |  | £25.00 |
| 05 February 2025 | Newcastle | Internal meeting |  |  |  | £25.00 |  | £25.00 |
| 05 February 2025 | Newcastle | Internal meeting |  |  | £6.60 |  |  | £6.60 |
| 03 March 2025 | Newcastle | Internal meeting |  |  |  | £25.00 |  | £25.00 |
| 03 March 2025 | Newcastle | Internal meeting |  |  | £6.70 |  |  | £6.70 |
| 04 March 2025 | Newcastle | Internal meeting |  |  |  | £25.00 |  | £25.00 |
| 05 March 2025 | Newcastle | Internal meeting |  |  |  | £25.00 |  | £25.00 |
| 05 March 2025 | Newcastle | Internal meeting |  |  | £13.30 |  |  | £13.30 |
| 05 March 2025 | Newcastle | Internal meeting |  |  | £6.70 |  |  | £6.70 |
| 12 March 2025 | Newcastle | Internal meeting |  |  |  | £25.00 |  | £25.00 |
| 12 March 2025 | Newcastle | Internal meeting |  |  |  |  | Parking £9.50 | £9.50 |

**Via corporate contract (travel/accommodation) -**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Dates** | **Destination** | **Purpose** | **Travel** | | | **Total**  **Costs £** |
|  | **Air £** | **Rail £** | **Accommodation £** |  |
| 07 January 2025 | London | External meeting |  | £41.80 |  | £41.80 |
| 07 January 2025 | London | External meeting |  | Booking fee £0.25 |  | £0.25 |
| 07 January 2025 | Eastbourne | External meeting |  | £41.80 |  | £41.80 |
| 07 January 2025 | Eastbourne | External meeting |  | Booking fee £0.25 |  | £0.25 |
| 13 January 2025 | Newcastle | Internal meeting |  | £104.00 |  | £104.00 |
| 13 January 2025 | Newcastle | Internal meeting |  | Booking fee £0.25 |  | £0.25 |
| 13 January 2025 | Newcastle | Internal meeting |  |  | £84.00 | £84.00 |
| 14 January 2025 | Newcastle | Internal meeting |  |  | £84.00 | £84.00 |
| 15 January 2025 | Eastbourne | Internal meeting |  | £68.80 |  | £68.80 |
| 15 January 2025 | Eastbourne | Internal meeting |  | Booking fee £0.25 |  | £0.25 |
| 27 January 2025 | Newcastle | Internal meeting |  | £105.60 |  | £105.60 |
| 27 January 2025 | Newcastle | Internal meeting |  | Booking fee £0.25 |  | £0.25 |
| 27 January 2025 | Newcastle | Internal meeting |  | £41.80 |  | £41.80 |
| 27 January 2025 | Newcastle | Internal meeting |  | Booking fee £0.25 |  | £0.25 |
| 27 January 2025 | Newcastle | Internal meeting |  |  | £85.50 | £85.50 |
| 28 January 2025 | Eastbourne | Internal meeting |  | £52.10 |  | £52.10 |
| 28 January 2025 | Eastbourne | Internal meeting |  | Booking fee £0.25 |  | £0.25 |
| 28 January 2025 | Eastbourne | Internal meeting |  | £7.85 |  | £7.85 |
| 28 January 2025 | Eastbourne | Internal meeting |  | Booking fee £0.25 |  | £0.25 |
| 03 February 2025 | Newcastle | Internal meeting |  | £59.60 |  | £59.60 |
| 03 February 2025 | Newcastle | Internal meeting |  | Booking fee £0.25 |  | £0.25 |
| 03 February 2025 | Newcastle | Internal meeting |  | £63.50 |  | £63.50 |
| 03 February 2025 | Newcastle | Internal meeting |  | Booking fee £0.25 |  | £0.25 |
| 03 February 2025 | Newcastle | Internal meeting |  |  | £84.00 | £84.00 |
| 04 February 2025 | Newcastle | Internal meeting |  |  | £84.00 | £84.00 |
| 05 February 2025 | Eastbourne | Internal meeting |  | £62.50 |  | £62.50 |
| 05 February 2025 | Eastbourne | Internal meeting |  | Booking fee £0.25 |  | £0.25 |
| 05 February 2025 | Eastbourne | Internal meeting |  | £10.00 |  | £10.00 |
| 05 February 2025 | Eastbourne | Internal meeting |  | Booking fee £0.25 |  | £0.25 |
| 03 March 2025 | Newcastle | Internal meeting |  | £123.80 |  | £123.80 |
| 03 March 2025 | Newcastle | Internal meeting |  | Booking fee £0.25 |  | £0.25 |
| 03 March 2025 | Newcastle | Internal meeting |  |  | £84.00 | £84.00 |
| 04 March 2025 | Newcastle | Internal meeting |  |  | £84.00 | £84.00 |
| 05 March 2025 | Eastbourne | Internal meeting |  | £65.60 |  | £65.60 |
| 05 March 2025 | Eastbourne | Internal meeting |  | Booking fee £0.25 |  | £0.25 |
| 05 March 2025 | Eastbourne | Internal meeting |  | £14.00 |  | £14.00 |
| 05 March 2025 | Eastbourne | Internal meeting |  | Booking fee £0.25 |  | £0.25 |
| 12 March 2025 | Newcastle | Internal meeting |  | £110.70 |  | £110.70 |
| 12 March 2025 | Newcastle | Internal meeting |  | Booking fee £0.25 |  | £0.25 |
| 12 March 2025 | Newcastle | Internal meeting |  |  | £84.00 | £84.00 |
| 13 March 2025 | Newcastle | Internal meeting |  |  | £84.00 | £84.00 |
| 14 March 2025 | Eastbourne | Internal meeting |  | £91.40 |  | £91.40 |
| 14 March 2025 | Eastbourne | Internal meeting |  | Booking fee £0.25 |  | £0.25 |
| 14 March 2025 | Eastbourne | Internal meeting |  | £14.00 |  | £14.00 |
| 14 March 2025 | Eastbourne | Internal meeting |  | Booking fee £0.25 |  | £0.25 |
| 19 March 2025 | London | External meeting |  | £22.00 |  | £22.00 |
| 19 March 2025 | London | External meeting |  | Booking fee £0.25 |  | £0.25 |
| 19 March 2025 | London | External meeting |  | £19.50 |  | £19.50 |
| 19 March 2025 | London | External meeting |  | Booking fee £0.25 |  | £0.25 |
| 19 March 2025 | Eastbourne | External meeting |  | £35.00 |  | £35.00 |
| 19 March 2025 | Eastbourne | External meeting |  | Booking fee £0.25 |  | £0.25 |
| 19 March 2025 | Eastbourne | External meeting |  | £11.40 |  | £11.40 |
| 19 March 2025 | Eastbourne | External meeting |  | Booking fee £0.25 |  | £0.25 |

**Via corporate contract (hire car) –** no claims for this period.

**Miranda Sykes**

**Head of Communications and Marketing -**Total claims for this period:

- Expenses claimed £41.10

- Via corporate contract (travel/accommodation) £100.80

- Via corporate contract (hire car) £0.00

**Total £****141.90**

**Expenses claimed –**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Dates** | **Destination** | **Purpose** | **Travel** | | | | **Other** | **Total Costs £** |
| **Air £** | **Rail £** | **Taxi/Car £** | **Accommodation/**  **Meals £** |
| 23 September 2024 | Fleetwood | Internal meeting |  |  |  | £25.00 |  | £25.00 |
| 11 October 2024 | Newcastle | Internal meeting |  |  |  |  | Parking £16.10 | £16.10 |

**Via corporate contract (travel/accommodation) -**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Dates** | **Destination** | **Purpose** | **Travel** | | | **Total**  **Costs £** |
|  | **Air £** | **Rail £** | **Accommodation £** |  |
| 26 March 2025 | Manchester | External meeting |  | £29.40 |  | £29.40 |
| 26 March 2025 | Manchester | External meeting |  | Booking fee £0.25 |  | £0.25 |
| 26 March 2025 | Manchester | External meeting |  | £14.50 |  | £14.50 |
| 26 March 2025 | Manchester | External meeting |  | Booking fee £0.25 |  | £0.25 |
| 26 March 2025 | Darlington | External meeting |  | £37.70 |  | £37.70 |
| 26 March 2025 | Darlington | External meeting |  | Booking fee £0.25 |  | £0.25 |
| 26 March 2025 | Darlington | External meeting |  | £18.20 |  | £18.20 |
| 26 March 2025 | Darlington | External meeting |  | Booking fee £0.25 |  | £0.25 |

**Via corporate contract (hire car) –** no claims for this period.

**2. Gifts/ Hospitality**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** | **Position** | **Date received** | **Value where known (or estimated)** | **Provider** | **Details/Background** |
| None | None | None | None | None | None |