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Confirmation

Expense report number SG95757 was previously submitted for approval.

**Expense Report SG95757**

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**Submission Instructions**

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**General Information**













Name	Attachments	<b>None</b>
	T&S Charge card claim included	<b>No</b>
	Travel Management Company	<b>No</b>
	Report Total	<b>106.33</b>
		<b>GBP</b>
	Reimbursement Amount	<b>106.33</b>
		<b>GBP</b>
Expense Dates	<b>25-MAR-2014 - 25-APR-2014</b>	
Cost Center		
Purpose		
Approver		
Original Receipts Status	<b>Required</b>	
Report Submit Date	<b>12-MAY-2014</b>	

**Expense Lines** | **Weekly Summary** | **Approval Notes [1]**

**Cash Expenses**

Date	Receipt Amount	Expense Type	Justification	Merchant Name	Original Receipt Required	Reimbursable Amount (GBP)	Details	Attachments
25-Mar-2014	19.00 GBP	Public Transport Rail (Standard Class) - Received	Honours mtg Edi then SIB Optima - train croy - waverley (R) and single EDI to GLA (below)	Scotrail		19.00		
25-Mar-2014	12.55 GBP	Public Transport Rail (Standard Class) - Received	Honours mtg EDI then SIB in Optima - single train EDI to GLA	Scotrail		12.55		
26-Mar-2014	8.33 GBP	Public Transport Taxi Travel - Received	SICI Malta - airport transfer booked online - 10 euro - conversion rate of 0.832 as per X-Rates (web)	Malta Transfer		8.33		
<b>Total</b>						<b>39.88</b>		

### Mileage Expenses

Start Date	End Date	Expense Type	Justification	Trip Distance	Mileage Rate	Original Receipt Required	Reimbursable Amount (GBP)	Details	Attachments
26-Mar-2014	26-Mar-2014	Motor Mileage Allowance - £0.45 per mile	Home to airport for Malta SICI	28(Miles)	0.45		12.60		
28-Mar-2014	28-Mar-2014	Motor Mileage Allowance - £0.45 per mile	Airport to home fr Malta SICI	28(Miles)	0.45		12.60		
10-Apr-2014	10-Apr-2014	Motor Mileage Allowance - £0.45 per mile	Denholm to VQ for Mtg Care Inspect	36(Miles)	0.45		16.20		
23-Apr-2014	23-Apr-2014	Motor Mileage Allowance - £0.45 per mile	Home to Knightswood PS then DH minus normal home to work (37) - meet AHDS	19(Miles)	0.45		8.55		
25-Apr-2014	25-Apr-2014	Motor Mileage Allowance - £0.45 per mile	Denholm House to SPTC (EH3 6BB)	33(Miles)	0.45		14.85		
25-Apr-2014	25-Apr-2014	Passenger Supplement - £0.05 per mile	Denholm House to EH3 6BB to meet SPTC	33(Miles)	0.05		1.65		
<b>Total</b>							<b>66.45</b>		

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**Confirmation**

Expense report number SG103494 was previously submitted for approval.

**Expense Report SG103494**

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**General Information**

Name	Attachments	<b>None</b>
	T&S Charge card claim included	<b>No</b>
	Travel Management Company	<b>No</b>
	Report Total	<b>258.50</b>
		<b>GBP</b>
	Reimbursement Amount	<b>258.50</b>
		<b>GBP</b>
Expense Dates	<b>13-MAY-2014 - 26-JUN-2014</b>	
Cost Center		
Purpose		
Approver		
Original Receipts Status	<b>Required</b>	
Report Submit Date	<b>27-JUN-2014</b>	

**Expense Lines** | **Weekly Summary** | **Approval Notes [1]**

**Cash Expenses**

Date	Receipt Amount	Expense Type	Justification	Merchant Name	Original Receipt Required	Reimbursable Amount (GBP)	Details	Attachments
27-May-2014	5.20 GBP	Car Parking - Receipted	Parking for Parliament	Edinburgh City Council	<input checked="" type="checkbox"/>	5.20		
09-Jun-2014	3.10 GBP	Car Parking - Receipted	Parking at Glasgow Uni	Glasgow City Council	<input checked="" type="checkbox"/>	3.10		
<b>Total</b>						<b>8.30</b>		

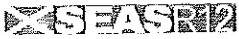
**Mileage Expenses**

Start Date	End Date	Expense Type	Justification	Trip Distance	Mileage Rate	Original Receipt Required	Reimbursable Amount (GBP)	Details	Attachments
13-May-2014	13-May-2014	Motor Mileage Allowance - £0.45 per mile	Denholm to VQ for GIRFEC Programme Board	36(Miles)	0.45	<input type="checkbox"/>	16.20		
27-May-2014	27-May-2014	Motor	Denholm to EH4 2LF	36(Miles)	0.45	<input type="checkbox"/>	16.20		

		Mileage Allowance - £0.45 per mile	to Parliament ro HoI Mtg and Minister								
04-Jun-2014	04-Jun-2014	Motor Mileage Allowance - £0.45 per mile	Home to Glasgow Uni (G75 9JH) to Perth (PH1 5PH)	141(Miles)	0.45		63.45				
06-Jun-2014	06-Jun-2014	Motor Mileage Allowance - £0.45 per mile	Home to Optima for Dir Mtg	37(Miles)	0.45		16.65				
09-Jun-2014	09-Jun-2014	Motor Mileage Allowance - £0.45 per mile	Home to Glasgow Uni (G12 8QQ) then Denholm	53(Miles)	0.45		23.85				
16-Jun-2014	16-Jun-2014	Motor Mileage Allowance - £0.45 per mile	Home to Optima for HMI Interviews	37(Miles)	0.45		16.65				
17-Jun-2014	17-Jun-2014	Motor Mileage Allowance - £0.45 per mile	Home to Optima for HMI Interviews	37(Miles)	0.45		16.65				
18-Jun-2014	18-Jun-2014	Motor Mileage Allowance - £0.45 per mile	Home to Optima for HMI Interviews	37(Miles)	0.45		16.65				
19-Jun-2014	19-Jun-2014	Motor Mileage Allowance - £0.45 per mile	Home to Optima then Norton House Hotel	58(Miles)	0.45		26.10				
25-Jun-2014	25-Jun-2014	Motor Mileage Allowance - £0.45 per mile	Home to Carnegie Conference Centre (KY11 8DY)	50(Miles)	0.45		22.50				
26-Jun-2014	26-Jun-2014	Motor Mileage Allowance - £0.45 per mile	Home to Dunblane Hilton Hotel (FK15 OHG) for Inspection Conference	34(Miles)	0.45		15.30				
<b>Total</b>								<b>250.20</b>			

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Confirmation

Expense report number SG120844 was previously submitted for approval.

Expense Report SG120844

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**General Information**

Name	Attachments	<b>None</b>
	T&S Charge card claim included	<b>No</b>
	Travel Management Company	<b>No</b>
	Report Total	<b>128.10</b>
		<b>GBP</b>
	Reimbursement Amount	<b>128.10</b>
		<b>GBP</b>
Expense Dates	23-JUL-2014 - 14-AUG-2014	
Cost Center		
Purpose		
Approver		
Original Receipts Status	<b>Required</b>	
Report Submit Date	14-AUG-2014	

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**Cash Expenses**

Date	Receipt Amount	Expense Type	Justification	Merchant Name	Original Receipt Required	Reimbursable Amount (GBP)	Details	Attachments
06-Aug-2014	3.00 GBP	Car Parking - Receipted	Falkirk High Station (Mgt Mtg)	Scotrail		3.00		
<b>Total</b>						<b>3.00</b>		

**Mileage Expenses**

Start Date	End Date	Expense Type	Justification	Trip Distance	Mileage Rate	Original Receipt Required	Reimbursable Amount (GBP)	Details	Attachments
23-Jul-2014	23-Jul-2014	Motor Mileage Allowance - £0.45 per mile	Home to Optima for various management meetings	40(Miles)	0.45		18.00		
25-Jul-2014	25-Jul-2014	Motor Mileage Allowance - £0.45 per	Home to Interviews	40(Miles)	0.45		18.00		

30-Jul-2014	30-Jul-2014	Motor Mileage Allowance - £0.45 per mile	Home to Optima for Interviews	40(Miles)	0.45		18.00			
31-Jul-2014	31-Jul-2014	Motor Mileage Allowance - £0.45 per mile	Home to Optima for Interviews	40(Miles)	0.45		18.00			
11-Aug-2014	11-Aug-2014	Motor Mileage Allowance - £0.45 per mile	Home to Optima for Directorate Exec	40(Miles)	0.45		18.00			
12-Aug-2014	12-Aug-2014	Motor Mileage Allowance - £0.45 per mile	Home to Optima for Mtgs re change in role	40(Miles)	0.45		18.00			
14-Aug-2014	14-Aug-2014	Motor Mileage Allowance - £0.45 per mile	Denholm House to Victoria Quay to meet CEO	38(Miles)	0.45		17.10			
<b>Total</b>								<b>125.10</b>		

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Confirmation

Expense report number SG131794 was previously submitted for approval.

Expense Report SG131794

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**General Information**

Name	Attachments	None
	T&S Charge card claim included	No
	Travel Management Company	No
	Report Total	185.35
		GBP
	Reimbursement Amount	185.35
		GBP
Expense Dates	21-AUG-2014 - 25-SEP-2014	
Cost Center		
Purpose		
Approver		
Original Receipts Status	Required	
Report Submit Date	26-SEP-2014	













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**Cash Expenses**

Date	Receipt Amount	Expense Type	Justification	Merchant Name	Original Receipt Required	Reimbursable Amount (GBP)	Details	Attachments
27-Aug-2014	3.90 GBP	Car Parking - Receipted	Visit staff	Greenmarket MSCP		3.90		
25-Sep-2014	19.00 GBP	Public Transport Rail (Standard Class) - Receipted	Portfolio Finance Mtg, SAH	Scotrail		19.00		
<b>Total</b>						<b>22.90</b>		

**Mileage Expenses**

Start Date	End Date	Expense Type	Justification	Trip Distance	Mileage Rate	Original Receipt Required	Reimbursable Amount (GBP)	Details	Attachments
21-Aug-2014	21-Aug-2014	Motor Mileage Allowance - £0.45 per mile	National Staff Conference - Home to Hilton Hotel, Glasgow	38(Miles)	0.45		17.10		

25-Aug-2014	25-Aug-2014	Motor Mileage Allowance - £0.45 per mile	Glow SRO Mtg - Denholm House to VQ	37(Miles)	0.45		16.65			
27-Aug-2014	27-Aug-2014	Motor Mileage Allowance - £0.45 per mile	Mtg staff - Home to Endeavour House	133(Miles)	0.45		59.85			
03-Sep-2014	03-Sep-2014	Motor Mileage Allowance - £0.45 per mile	People Board - Home to Optima	38(Miles)	0.45		17.10			
05-Sep-2014	05-Sep-2014	Motor Mileage Allowance - £0.45 per mile	SIB - Home to Optima	38(Miles)	0.45		17.10			
16-Sep-2014	16-Sep-2014	Motor Mileage Allowance - £0.45 per mile	Glow SRO Mtg - Denholm to VQ	37(Miles)	0.45		16.65			
24-Sep-2014	24-Sep-2014	Motor Mileage Allowance - £0.45 per mile	SLF - Home to SECC Glasgow	40(Miles)	0.45		18.00			
<b>Total</b>								<b>162.45</b>		

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**Confirmation**

Expense report number SG139676 was previously submitted for approval.

**Expense Report SG139676**

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**General Information**

Name	Attachments	<b>None</b>
	T&S Charge card claim included	<b>No</b>
	Travel Management Company	<b>No</b>
	Report Total	<b>206.18</b>
		<b>GBP</b>
	Reimbursement Amount	<b>206.18</b>
		<b>GBP</b>
Expense Dates	<b>01-OCT-2014 - 07-NOV-2014</b>	
Cost Center		
Purpose		
Approver		
Original Receipts Status	<b>Required</b>	
Report Submit Date	<b>10-NOV-2014</b>	

**Expense Lines** | **Weekly Summary** | **Approval Notes [1]**

**Cash Expenses**

Date	Receipt Amount	Expense Type	Justification	Merchant Name	Original Receipt Required	Reimbursable Amount (GBP)	Details	Attachments
13-Oct-2014	19.31 GBP	Foreign Travel - Taxi - Receipted	Taxi to hotel from Dresden Airport - 24.30 Euro @ 0.794 as per X Rates Historic Exchange Rates	Funktaxi Dresden	<input checked="" type="checkbox"/>	19.31		
14-Oct-2014	3.73 GBP	Foreign Travel - Subsistence	Lunch - 4.70 Euro @ 0.794	Emil Reimann Cafe	<input checked="" type="checkbox"/>	3.73		
14-Oct-2014	14.07 GBP	Foreign Travel - Subsistence	Dinner - 17.70 Euro @ 0.794	Classico Italiano	<input checked="" type="checkbox"/>	14.07		
16-Oct-2014	11.57 GBP	Foreign Travel - Subsistence	Dinner - 14.50 Euro @ 0.798 as per X rates Historic Exchange Rates		<input checked="" type="checkbox"/>	11.57		
<b>Total</b>						<b>48.68</b>		

**Mileage Expenses**

Start Date	End Date	Expense Type	Justification	Trip Distance	Mileage Rate	Original Receipt Required	Reimbursable Amount (GBP)	Details	Attachments
01-Oct-2014	01-Oct-2014	Motor Mileage Allowance - £0.45 per mile	Home to Optima for leadership away day	40(Miles)	0.45		18.00		
03-Oct-2014	03-Oct-2014	Motor Mileage Allowance - £0.45 per mile	Home to Optima for MB	40(Miles)	0.45		18.00		
10-Oct-2014	10-Oct-2014	Motor Mileage Allowance - £0.45 per mile	Home to Optima for ADES Mtg	40(Miles)	0.45		18.00		
13-Oct-2014	13-Oct-2014	Motor Mileage Allowance - £0.45 per mile	Denholm House to Edinburgh Airport for flight to Dresden	12(Miles)	0.45		5.40		
17-Oct-2014	17-Oct-2014	Motor Mileage Allowance - £0.45 per mile	Edinburgh Airport to Home	30(Miles)	0.45		13.50		
29-Oct-2014	29-Oct-2014	Motor Mileage Allowance - £0.45 per mile	Home to Optima for EYC	40(Miles)	0.45		18.00		
03-Nov-2014	03-Nov-2014	Motor Mileage Allowance - £0.45 per mile	Home to 2 High Street, Perth for mtg P&K Council	108(Miles)	0.45		48.60		
07-Nov-2014	07-Nov-2014	Motor Mileage Allowance - £0.45 per mile	Home to Optima for MYR	40(Miles)	0.45		18.00		
<b>Total</b>							<b>157.50</b>		

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**Confirmation**

Expense report number SG150911 was previously submitted for approval.

**Expense Report SG150911**

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**General Information**

Name	Attachments	<b>None</b>
	T&S Charge card claim Included	<b>No</b>
	Travel Management Company	<b>No</b>
	Report Total	<b>176.03</b>
		<b>GBP</b>
	Reimbursement Amount	<b>176.03</b>
		<b>GBP</b>
Expense Dates	<b>13-NOV-2014 - 27-NOV-2014</b>	
Cost Center		
Purpose		
Approver		
Original Receipts Status	<b>Required</b>	
Report Submit Date	<b>21-JAN-2015</b>	

**Expense Lines** | **Weekly Summary** | **Approval Notes [5]**

**Cash Expenses**

Date	Receipt Amount	Expense Type	Justification	Merchant Name	Original Receipt Required	Reimbursable Amount (GBP)	Details	Attachments
19-Nov-2014	12.49 GBP	Car Parking - Receipted	Airport parking for travel to SICI meeting in Brussels with SICI members	Edinburgh Airport		12.49		
19-Nov-2014	8.22 GBP	Foreign Travel Rail - Receipted	Transfer from airport to hotel in Brussels for SICI meeting	Brussel National Luchthaven		8.22		
19-Nov-2014	6.31 GBP	Foreign Travel - Subsistence	Lunch before SICI meeting	Rue Marche aux Herbes		6.31		
20-Nov-2014	6.81 GBP	Foreign Travel Rail - Receipted	Transfer from meeting to airport, following SICI meeting	Brussel National Luchthaven		6.81		
<b>Total</b>						<b>33.83</b>		

**Mileage Expenses**

Start Date	End Date	Expense Type	Justification	Trip Distance	Mileage Rate	Original Receipt Required	Reimbursable Amount (GBP)	Details	Attachments
13-Nov-2014	13-Nov-2014	Motor Mileage Allowance - £0.45 per mile	Home to SLS National Education Conference at Cameron House Hotel, Loch Lomond (G83 8QZ). (Lesser)	64(Miles)	0.45		28.80		
17-Nov-2014	17-Nov-2014	Motor Mileage Allowance - £0.45 per mile	Denholm House (EH54 6GA) for Guernsey Schools delegation to VQ for SG Glow meeting (EH6 6QQ) to Denholm House (EH54 6GA) for 1:1 (Additional)	40(Miles)	0.45		18.00		
18-Nov-2014	18-Nov-2014	Motor Mileage Allowance - £0.45 per mile	Denholm House (EH54 6GA) for ET meeting to VQ (EH6 6QQ) for ICT meeting to Denholm (EH54 6GA). (Lesser)	40(Miles)	0.45		18.00		
19-Nov-2014	19-Nov-2014	Motor Mileage Allowance - £0.45 per mile	Home to Edinburgh Airport (EH12 9DN) to travel to SICI meeting in Brussels. (Lesser)	60(Miles)	0.45		27.00		
21-Nov-2014	21-Nov-2014	Motor Mileage Allowance - £0.45 per mile	Home to Torrance Primary School (G64 4DE) for school visit. (Lesser)	22(Miles)	0.45		9.90		
25-Nov-2014	25-Nov-2014	Motor Mileage Allowance - £0.45 per mile	Home to Croy station (G65 9HT) for ES/SG away day in Edinburgh	10(Miles)	0.45		4.50		
26-Nov-2014	26-Nov-2014	Motor Mileage Allowance - £0.45 per mile	Home to Optima (G2 8DU) for mid year review (Lesser)	40(Miles)	0.45		18.00		
27-Nov-2014	27-Nov-2014	Motor Mileage Allowance - £0.45 per mile	Home to Optima (G2 8DU) for Strategic Hub meeting	40(Miles)	0.45		18.00		
<b>Total</b>							<b>142.20</b>		

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Confirmation

Expense report number SG150906 was previously submitted for approval.

Expense Report SG150906

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Submission Instructions

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**Instruction for Claims Selected for Travel and Subsistence Team Checking**

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4. After authorisation your selected approver should forward the receipts on to the above address. The Travel and Subsistence Team will retain all original receipts of claims that have been selected for 100% checking. If your claim is selected for checking and only contains expenses that do not require receipts (e.g. mileage claim only) no receipt action is required by you. Your claim will be passed for payment once the 100% check has been completed.







General Information

Name	Attachments	None
	T&S Charge card claim included	No
	Travel Management Company	No
	Report Total	67.50
		GBP
Expense Dates	Reimbursement Amount	67.50
03-DEC-2014 - 18-DEC-2014		GBP
Cost Center		
Purpose		
Approver		
Original Receipts Status		Not Required
Report Submit Date		20-JAN-2015

Expense Lines Weekly Summary Approval Notes [2] business expenses

Mileage Expenses

Start Date	End Date	Expense Type	Justification	Trip Distance	Mileage Rate	Original Receipt Required	Reimbursable Amount (GBP)	Details	Attachments
03-Dec-2014	03-Dec-2014	Motor Mileage Allowance - £0.45 per mile	Home to Optima (G2 8DU) for People Board meeting	40(Miles)	0.45		18.00		
04-Dec-2014	04-Dec-2014	Motor Mileage Allowance - £0.45 per mile	Home to Croy Station (G65 9HT) to travel to Edinburgh for Accounts Commission meeting in Edinburgh	10(Miles)	0.45		4.50		
05-Dec-2014	05-Dec-2014	Motor Mileage Allowance - £0.45 per mile	Home to Optima (G2 8DU) for Audit & Risk meeting	40(Miles)	0.45		18.00		

08-Dec-2014	08-Dec-2014	Motor Mileage Allowance - £0.45 per mile	Home , to Optima (G2 8DU) for mid year review meeting	40(Miles)	0.45		18.00		
17-Dec-2014	17-Dec-2014	Motor Mileage Allowance - £0.45 per mile	Home , to Croy Station (G65 9HT) to travel to Edinburgh for AD interview meeting in Edinburgh	10(Miles)	0.45		4.50		
18-Dec-2014	18-Dec-2014	Motor Mileage Allowance - £0.45 per mile	Home , to Croy Station (G65 9HT) to travel to Edinburgh for meeting in Edinburgh	10(Miles)	0.45		4.50		
<b>Total</b>							<b>67.50</b>		

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Confirmation

Expense report number SG150917 was previously submitted for approval.

Expense Report SG150917

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Claim not selected for audit. See receipts action below

Submission Instructions

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4. After authorisation your selected approver should forward the receipts on to the above address.

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Your claim will be passed for payment once the 100% check has been completed.

General Information

Name	Attachments	None
	T&S Charge card claim Included	No
	Travel Management Company	No
	Report Total	<b>117.80</b>
		<b>GBP</b>
	Reimbursement Amount	<b>117.80</b>
		<b>GBP</b>
Expense Dates	<b>09-JAN-2015 - 30-JAN-2015</b>	
Cost Center		
Purpose		
Approver		
Original Receipts Status	<b>Required</b>	
Report Submit Date	<b>04-FEB-2015</b>	

Expense Lines Weekly Summary Approval Notes [1]

Cash Expenses

Date	Receipt Amount	Expense Type	Justification	Merchant Name	Original Receipt Required	Reimbursable Amount (GBP)	Details	Attachments
09-Jan-2015	3.50 GBP	Foreign Travel - Subsistence	Return from Prague from SICI meeting, subsistence at LHR	Eat		3.50		
<b>Total</b>						<b>3.50</b>		

Mileage Expenses

Start Date	End Date	Expense Type	Justification	Trip Distance	Mileage Rate	Original Receipt Required	Reimbursable Amount (GBP)	Details	Attachments
13-Jan-2015	13-Jan-2015	Motor Mileage Allowance - £0.45 per mile	Denholm House (EH54 6GA) to meeting at GTCS (EH12 6UT). Lesser	28(Miles)	0.45		12.60		
14-Jan-2015	14-Jan-2015	Motor	Home to	40(Miles)	0.45		18.00		

		Mileage Allowance - £0.45 per mile	Optima (G2 8DU) for Local Partnership Forum							
16-Jan-2015	16-Jan-2015	Motor Mileage Allowance - £0.45 per mile	Home to Houston House (EH52 6JS) for meeting (Lesser)	52(Miles)	0.45		23.40			
20-Jan-2015	20-Jan-2015	Motor Mileage Allowance - £0.45 per mile	Home to Optima for CMG	40(Miles)	0.45		18.00			
26-Jan-2015	26-Jan-2015	Motor Mileage Allowance - £0.45 per mile	Home to Optima (G2 8DU) for SIPP meeting to VQ (EH6 6QQ) for ICT meeting to Denholm (EH54 6GA), less normal commute of 72m.	34(Miles)	0.45		15.30			
27-Jan-2015	27-Jan-2015	Motor Mileage Allowance - £0.45 per mile	Home to Croy station (G65 9HT) for travel to Edinburgh for SG/ADES meeting	10(Miles)	0.45		4.50			
29-Jan-2015	29-Jan-2015	Motor Mileage Allowance - £0.45 per mile	Home to Optima (G2 8DU) for meetings	40(Miles)	0.45		18.00			
30-Jan-2015	30-Jan-2015	Motor Mileage Allowance - £0.45 per mile	Home to Croy Station (G65 9HT) for Leadership Team away day in Edinburgh	10(Miles)	0.45		4.50			
<b>Total</b>							<b>114.30</b>			

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Confirmation

Expense report number SG163209 was previously submitted for approval.

**Expense Report SG163209**

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4. After authorisation your selected approver should forward the receipts on to the above address. The Travel and Subsistence Team will retain all original receipts of claims that have been selected for 100% checking. If your claim is selected for checking and only contains expenses that do not require receipts (e.g. mileage claim only) no receipt action is required by you. Your claim will be passed for payment once the 100% check has been completed.

**General Information**

Name	Attachments	<b>None</b>
	T&S Charge card claim included	<b>No</b>
	Travel Management Company	<b>No</b>
	Report Total	<b>109.50</b>
		<b>GBP</b>
	Reimbursement Amount	<b>109.50</b>
		<b>GBP</b>
Expense Dates	<b>21-JAN-2015 - 27-FEB-2015</b>	
Cost Center		
Purpose Approver		
Original Receipts Status	<b>Required</b>	
Report Submit Date	<b>12-MAR-2015</b>	













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**Cash Expenses**

Date	Receipt Amount	Expense Type	Justification	Merchant Name	Original Receipt Required	Reimbursable Amount (GBP)	Details	Attachments
12-Feb-2015	3.40 GBP	Car Parking - Receipted	Parking for a meeting with	City Parking	<input checked="" type="checkbox"/>	3.40		
21-Jan-2015	5.75 GBP	Day Subsistence Over 12 Hours -Receipted £15.60 ceiling	Lunch following SICI conference meeting	Benugo	<input checked="" type="checkbox"/>	5.75		
<b>Total</b>						<b>9.15</b>		

**Mileage Expenses**

Start Date	End Date	Expense Type	Justification	Trip Distance	Mileage Rate	Original Receipt Required	Reimbursable Amount (GBP)	Details	Attachments
03-Feb-2015	03-Feb-2015	Motor Mileage Allowance -	Home to Optima (G2 8DU) for People Board return.	40(Miles)	0.45	<input type="checkbox"/>	18.00		

		£0.45 per mile	Lesser. Return						
11-Feb-2015	11-Feb-2015	Motor Mileage Allowance - £0.45 per mile	Home to Croy station (G65 9HT) for train to Edinburgh for Education Event. Lesser. Return.	10(Miles)	0.45		4.50		
12-Feb-2015	12-Feb-2015	Motor Mileage Allowance - £0.45 per mile	Home to Optima (G2 8DU) for prep to meeting (G12 8SJ) to Home. Lesser.	43(Miles)	0.45		19.35		
18-Feb-2015	18-Feb-2015	Motor Mileage Allowance - £0.45 per mile	Home to Optima (G2 8DU) for meeting. Lesser. Return.	40(Miles)	0.45		18.00		
19-Feb-2015	19-Feb-2015	Motor Mileage Allowance - £0.45 per mile	Home to Optima (G2 8DU) for Strategic Hub meeting. Lesser. Return.	40(Miles)	0.45		18.00		
26-Feb-2015	26-Feb-2015	Motor Mileage Allowance - £0.45 per mile	Home to Croy Station (G65 9HT) for Solace meeting in Edinburgh. Lesser. Return.	10(Miles)	0.45		4.50		
27-Feb-2015	27-Feb-2015	Motor Mileage Allowance - £0.45 per mile	Home to Optima (G2 8DU) for 1:1. Lesser. Return.	40(Miles)	0.45		18.00		
<b>Total</b>							<b>100.35</b>		

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04-Mar-2015	04-Mar-2015	Motor Mileage Allowance - £0.45 per mile	Home to Optima (G2 8DU) for Local Partnership meeting (Lesser)	40(Miles)	0.45		18.00		
11-Mar-2015	11-Mar-2015	Motor Mileage Allowance - £0.45 per mile	Home to Optima (G2 8DU) for Future Work Programme meeting (Lesser)	40(Miles)	0.45		18.00		
23-Mar-2015	23-Mar-2015	Motor Mileage Allowance - £0.45 per mile	Home to Optima (G2 8DU) for Procured Content meeting (Lesser)	40(Miles)	0.45		18.00		
24-Mar-2015	24-Mar-2015	Motor Mileage Allowance - £0.45 per mile	Home to Optima (G2 8DU) for meeting (Lesser)	40(Miles)	0.45		18.00		
30-Mar-2015	30-Mar-2015	Motor Mileage Allowance - £0.45 per mile	Home to Optima (G2 8DU) for CMG meeting (Lesser)	40(Miles)	0.45		18.00		
31-Mar-2015	31-Mar-2015	Motor Mileage Allowance - £0.45 per mile	Home to Croy Station (G65 9HT) for meetings (cancelled) (Lesser)	10(Miles)	0.45		4.50		
<b>Total</b>							<b>94.50</b>		

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Confirmation

Expense report number SG176331 was previously submitted for approval.

Expense Report SG176331

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Submission Instructions

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4. After authorisation your selected approver should forward the receipts on to the above address.

The Travel and Subsistence Team will retain all original receipts of claims that have been selected for 100% checking.

If your claim is selected for checking and only contains expenses that do not require receipts (e.g. mileage claim only) no receipt action is required by you.

Your claim will be passed for payment once the 100% check has been completed.

General Information

Name		Attachments	None
		T&S Charge card claim included	No
		Travel Management Company	No
		Report Total	150.45
			GBP
		Reimbursement Amount	150.45
			GBP
Expense Dates	02-APR-2015 - 29-APR-2015		
Cost Center			
Purpose			
Approver			
Original Receipts Status	Required		
Report Submit Date	16-JUN-2015		

Expense Lines | Weekly Summary | Approval Notes [2]

Business Expenses

Cash Expenses

Date	Receipt Amount	Expense Type	Justification	Merchant Name	Original Receipt Required	Reimbursable Amount (GBP)	Details	Attachments
16-Apr-2015	1.50 GBP	Car Parking - Receipted	Meeting with the Care Inspectorate	Dundee Council	<input checked="" type="checkbox"/>	1.50		
<b>Total</b>						<b>1.50</b>		

Mileage Expenses

Start Date	End Date	Expense Type	Justification	Trip Distance	Mileage Rate	Original Receipt Required	Reimbursable Amount (GBP)	Details	Attachments
02-Apr-2015	02-Apr-2015	Motor Mileage	Future of Inspection Conference - Home to Dunblane Hydro return, lesser	32(Miles)	0.45	<input type="checkbox"/>	14.40		
13-Apr-2015	13-Apr-2015	Motor Mileage	Exec team offsite development day, Denholm	29(Miles)	0.45	<input type="checkbox"/>	13.05		

		Allowance - £0.45 per mile	to Centrex Centre to Home. Lesser							
15-Apr-2015	15-Apr-2015	Motor Mileage Allowance - £0.45 per mile	Strategic Hub meeting. Home to Optima return. Lesser	72(Miles)	0.45		32.40			
16-Apr-2015	16-Apr-2015	Motor Mileage Allowance - £0.45 per mile	Quarterly Care Inspectorate meeting, Dundee. FL4 1UA - DD1 4NY return. lesser	130(Miles)	0.45		58.50			
28-Apr-2015	28-Apr-2015	Motor Mileage Allowance - £0.45 per mile	.Digital Champions meeting in Edinburgh. Home to Livi South Station (EH54 9AP) return. Lesser	34(Miles)	0.45		15.30			
29-Apr-2015	29-Apr-2015	Motor Mileage Allowance - £0.45 per mile	.Digital Champions meeting (2 day meeting) in Edinburgh. Home to Livi South Station (EH54 9AP) return. Lesser	34(Miles)	0.45		15.30			
<b>Total</b>								<b>148.95</b>		

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Confirmation

Expense report number SG179324 was previously submitted for approval.

Expense Report SG179324

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Submission Instructions

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  4. After authorisation your selected approver should forward the receipts on to the above address.
- The Travel and Subsistence Team will retain all original receipts of claims that have been selected for 100% checking. If your claim is selected for checking and only contains expenses that do not require receipts (e.g. mileage claim only) no receipt action is required by you. Your claim will be passed for payment once the 100% check has been completed.

General Information

Name	Attachments	None
	T&S Charge card claim included	No
	Travel Management Company	No
	Report Total	234.29
		GBP
	Reimbursement Amount	234.29
		GBP
Expense Dates	02-MAY-2015 - 29-MAY-2015	
Cost Center		
Purpose		
Approver		
Original Receipts Status	Required	
Report Submit Date	16-JUN-2015	

Expense Lines Weekly Summary Approval Notes [2]

Cash Expenses

Date	Receipt Amount	Expense Type	Justification	Merchant Name	Original Receipt Required	Reimbursable Amount (GBP)	Details	Attachments
02-May-2015	56.99 GBP	Car Parking - Receipted	SICI meeting in Prague. Airport parking			56.99		
<b>Total</b>						<b>56.99</b>		

Mileage Expenses

Start Date	End Date	Expense Type	Justification	Trip Distance	Mileage Rate	Original Receipt Required	Reimbursable Amount (GBP)	Details	Attachments
06-May-2015	06-May-2015	Motor Mileage Allowance - £0.45 per mile	AD meeting as Houston House Hotel, return. Denholm (EH54 6GA to EH52 6JS). Lesser	10(Miles)	0.45		4.50		
12-May-2015	12-May-2015	Motor	Train to Edinburgh for	34(Miles)	0.45		15.30		

		Mileage Allowance - £0.45 per mile	SFC & CMG meetings. Home to EH54 9AP return, lesser.							
14-May-2015	14-May-2015	Motor Mileage Allowance - £0.45 per mile	Train to Edinburgh for Directors Network meeting. Home to Livi South Station (EH54 9AP) to Denholm (EH54 6GA).	19(Miles)	0.45		8.55			
15-May-2015	15-May-2015	Motor Mileage Allowance - £0.45 per mile	AD Development Day at Houseton House Hotel. Denholm (EH54 6GA) to Hotel (EH52 6JS) return. Lesser	10(Miles)	0.45		4.50			
18-May-2015	18-May-2015	Motor Mileage Allowance - £0.45 per mile	Optima for State of the Nation meeting. Home to Optima (G2 8DU) return. lesser	72(Miles)	0.45		32.40			
19-May-2015	19-May-2015	Motor Mileage Allowance - £0.45 per mile	AD Development Day - Houston House Hotel. Denholm (EH54 6GA) to Houston House Hotel (EH52 8JS), return. Lesser	10(Miles)	0.45		4.50			
20-May-2015	20-May-2015	Motor Mileage Allowance - £0.45 per mile	People Board meeting in Optima. Home to Optima (G2 8DU) return. Lesser	72(Miles)	0.45		32.40			
21-May-2015	21-May-2015	Motor Mileage Allowance - £0.45 per mile	Home to station (EH54 9AP) Directors Network meeting in Edinburgh to Denholm (G2 8DU) for End Year Review. Lesser	19(Miles)	0.45		8.55			
29-May-2015	29-May-2015	Motor Mileage Allowance - £0.45 per mile	Carrick Academy school visit. Home to KA19 8BP return. Lesser	122(Miles)	0.45		54.90			
04-May-2015	04-May-2015	Motor Mileage Allowance - £0.45 per mile	SICI meeting in Prague. Denholm House (EH54 6GA) to Edinburgh airport (EH12 9DN). lesser	26(Miles)	0.45		11.70			
<b>Total</b>								<b>177.30</b>		

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Confirmation

Expense report number SG179325 was previously submitted for approval.

**Expense Report SG179325**

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




**General Information**

Name	Attachments	<b>None</b>
	T&S Charge card claim included	<b>No</b>
	Travel Management Company	<b>No</b>
	Report Total	<b>95.40</b>
		<b>GBP</b>
Expense Dates	Reimbursement Amount	<b>95.40</b>
<b>02-JUN-2015 - 16-JUN-2015</b>		<b>GBP</b>
Cost Center		-
Purpose		
Approver		
Original Receipts Status		<b>Not Required</b>
Report Submit Date		<b>16-JUN-2015</b>

**Expense Lines** | **Weekly Summary** | **Approval Notes [2]**

**Mileage Expenses**

Start Date	End Date	Expense Type	Justification	Trip Distance	Mileage Rate	Original Receipt Required	Reimbursable Amount (GBP)	Details	Attachments
02-Jun-2015	02-Jun-2015	Motor Mileage Allowance - £0.45 per mile	Audit Scotland meeting in Edinburgh, Denholm (EH54 6GA) to Livi South station (EH54 9AP) to Home lesser	19(Miles)	0.45		8.55		
04-Jun-2015	04-Jun-2015	Motor Mileage Allowance - £0.45 per mile	Meeting in Parliament, Denholm (EH54 6GA) to Livi South (EH54 9AP) to Lesser	19(Miles)	0.45		8.55		
08-Jun-2015	08-Jun-2015	Motor Mileage Allowance - £0.45 per mile	SG/ES wider team away day in Edinburgh. Home to Livi South (EH54 9AP) return. Lesser	34(Miles)	0.45		15.30		

10-Jun-2015	10-Jun-2015	Motor Mileage Allowance - £0.45 per mile	Scottish Education Awards, Glasgow. Home to Glasgow (G2 8DU) return. Lesser	72(Miles)	0.45		32.40			
11-Jun-2015	11-Jun-2015	Motor Mileage Allowance - £0.45 per mile	Audit & Risk in SAH. Home to Livi South station (EH54 9AP) return. Lesser	34(Miles)	0.45		15.30			
16-Jun-2015	16-Jun-2015	Motor Mileage Allowance - £0.45 per mile	Digital Champions meeting in Edinburgh. Home to Livi South station (EH54 9AP) return. Lesser	34(Miles)	0.45		15.30			
<b>Total</b>								<b>95.40</b>		

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Confirmation

Expense report number SG195886 was previously submitted for approval.

**Expense Report SG195886**

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4. After authorisation your selected approver should forward the receipts on to the above address. The Travel and Subsistence Team will retain all original receipts of claims that have been selected for 100% checking. If your claim is selected for checking and only contains expenses that do not require receipts (e.g. mileage claim only) no receipt action is required by you. Your claim will be passed for payment once the 100% check has been completed.

**General Information**

Name	Attachments	None
T&S Charge card claim included		No
Travel Management Company		No
Report Total		143.34
		GBP
Reimbursement Amount		143.34
		GBP
Expense Dates		08-JUL-2015 - 23-JUL-2015
Cost Center		
Purpose		
Approver		
Original Receipts Status		Required
Report Submit Date		05-OCT-2015

**Expense Lines** | **Weekly Summary** | **Approval Notes [2]**

**Cash Expenses**

Date	Receipt Amount	Expense Type	Justification	Merchant Name	Original Receipt Required	Reimbursable Amount (GBP)	Details	Attachments
10-Jul-2015	15.99 GBP	Car Parking - Receipted	meeting in London. Airport parking	Terminal Parking	<input checked="" type="checkbox"/>	15.99		
<b>Total</b>						<b>15.99</b>		

**Mileage Expenses**

Start Date	End Date	Expense Type	Justification	Trip Distance	Mileage Rate	Original Receipt Required	Reimbursable Amount (GBP)	Details	Attachments
08-Jul-2015	08-Jul-2015	Motor Mileage	Monthly Executive Offsite Team meeting. Denholm to Saughton return. Lesser	24(Miles)	0.45		10.80		
10-Jul-2015	10-Jul-2015	Motor Mileage	Denholm House to Edinburgh Airport for	26(Miles)	0.45		11.70		

		Allowance - £0.45 per mile	, meeting. Return						
17-Jul-2015	17-Jul-2015	Motor Mileage Allowance - £0.45 per mile	Care Inspectorate meeting. Denholm to CI office, return. Lesser	133(Miles)	0.45		59.85		
22-Jul-2015	22-Jul-2015	Motor Mileage Allowance - £0.45 per mile	Local Partnership forum meeting. Denholm to Optima return. Lesser	66(Miles)	0.45		29.70		
23-Jul-2015	23-Jul-2015	Motor Mileage Allowance - £0.45 per mile	Directors Network meeting, SAH. Home to station, return.	34(Miles)	0.45		15.30		
<b>Total</b>							<b>127.35</b>		

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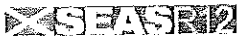
05-Aug-2015	05-Aug-2015	Motor Mileage Allowance - £0.45 per mile	Digital Champions event. Home to Livi Station, return. Lesser	34(Miles)	0.45		15.30		
06-Aug-2015	06-Aug-2015	Motor Mileage Allowance - £0.45 per mile	Leading Together Event, Edinburgh. Home to station return. lesser	34(Miles)	0.45		15.30		
10-Aug-2015	10-Aug-2015	Motor Mileage Allowance - £0.45 per mile	ES/SG senior team meeting. SG Offsite team meeting. Lesser	40(Miles)	0.45		18.00		
13-Aug-2015	13-Aug-2015	Motor Mileage Allowance - £0.45 per mile	Norwegian Delegation meeting, Edinburgh. Travel to station.	34(Miles)	0.45		15.30		
19-Aug-2015	19-Aug-2015	Motor Mileage Allowance - £0.45 per mile	Travel to Hilton for All Staff Conf following day. One way	33(Miles)	0.45		14.85		
20-Aug-2015	20-Aug-2015	Motor Mileage Allowance - £0.45 per mile	Travel home from All Staff Conf. Lesser	33(Miles)	0.45		14.85		
26-Aug-2015	26-Aug-2015	Motor Mileage Allowance - £0.45 per mile	SCS Leading Together Event. Denholm to Heriot Watt, lesser.	22(Miles)	0.45		9.90		
27-Aug-2015	27-Aug-2015	Motor Mileage Allowance - £0.45 per mile	Strategic Scrutiny Group, Edinburgh, travel to Denholm for Change Board (cnx)	19(Miles)	0.45		8.55		
<b>Total</b>							<b>112.05</b>		

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**Confirmation**

Expense report number SG195900 was previously submitted for approval.

**Expense Report SG195900**

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**General Information**

Name	Attachments	<b>None</b>
T&S Charge card claim included		<b>No</b>
Travel Management Company		<b>No</b>
Report Total		<b>252.62</b>
		<b>GBP</b>
Reimbursement Amount		<b>252.62</b>
		<b>GBP</b>
Expense Dates		<b>02-SEP-2015 - 30-SEP-2015</b>
Cost Center		
Purpose		
Approver		
Original Receipts Status		<b>Required</b>
Report Submit Date		<b>05-OCT-2015</b>

**Expense Lines** | **Weekly Summary** | **Approval Notes [3]**

**Cash Expenses**

Date	Receipt Amount	Expense Type	Justification	Merchant Name	Original Receipt Required	Reimbursable Amount (GBP)	Details	Attachments
14-Sep-2015	49.99 GBP	Car Parking - Receipted	SICI meeting in Belgrade. 14-16 September at Edinburgh Airport.	Plane Terminal Parking	<input checked="" type="checkbox"/>	49.99		
24-Sep-2015	7.00 GBP	Car Parking - Receipted	Parking at SECC, Glasgow for SLF 2015	SECC	<input checked="" type="checkbox"/>	7.00		
28-Sep-2015	39.48 GBP	Car Parking - Receipted	Airport parking for London meeting	Plane Parking	<input checked="" type="checkbox"/>	39.48		
<b>Total</b>						<b>96.47</b>		

**Mileage Expenses**

Start Date	End Date	Expense Type	Justification	Trip Distance	Mileage Rate	Original Receipt Required	Reimbursable Amount (GBP)	Details	Attachments
02-Sep-2015	02-Sep-2015	Motor Mileage	Digital Champions meeting at Visit	44(Miles)	0.45	<input type="checkbox"/>	19.80		

		Allowance - £0.45 per mile	Scotland.							
04-Sep-2015	04-Sep-2015	Motor Mileage Allowance - £0.45 per mile	Corporate Services Management Meeting in Optima.	66(Miles)	0.45		29.70			
14-Sep-2015	14-Sep-2015	Motor Mileage Allowance - £0.45 per mile	SICI meeting in Belgrade. Travel to airport. Lesser	13(Miles)	0.45		5.85			
16-Sep-2015	16-Sep-2015	Motor Mileage Allowance - £0.45 per mile	SICI meeting in Belgrade. Travel from airport to DH. Lesser	13(Miles)	0.45		5.85			
17-Sep-2015	17-Sep-2015	Motor Mileage Allowance - £0.45 per mile	meeting with Exec Team. Return from office, lesser	9(Miles)	0.45		4.05			
23-Sep-2015	23-Sep-2015	Motor Mileage Allowance - £0.45 per mile	SLF 2015, SECC. Home to SECC return.	71(Miles)	0.45		31.95			
24-Sep-2015	24-Sep-2015	Motor Mileage Allowance - £0.45 per mile	Home to SECC for SLF 2015	71(Miles)	0.45		31.95			
28-Sep-2015	28-Sep-2015	Motor Mileage Allowance - £0.45 per mile	meeting in London. Airport travel.	26(Miles)	0.45		11.70			
30-Sep-2015	30-Sep-2015	Motor Mileage Allowance - £0.45 per mile	Senior ES team meeting in Edinburgh. Travel to station. Lesser	34(Miles)	0.45		15.30			
<b>Total</b>								<b>156.15</b>		

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**Confirmation**

Expense report number SG203730 was previously submitted for approval.

**Expense Report SG203730**

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**General Information**















Name	Attachments	<b>None</b>
	T&S Charge card claim included	<b>No</b>
	Travel Management Company	<b>No</b>
	Report Total	<b>249.17</b>
		<b>GBP</b>
	Reimbursement Amount	<b>249.17</b>
		<b>GBP</b>
Expense Dates	<b>02-OCT-2015 - 30-OCT-2015</b>	
Cost Center		
Purpose		
Approver		
Original Receipts Status	<b>Required</b>	
Report Submit Date	<b>12-NOV-2015</b>	

**Expense Lines** | **Weekly Summary** | **Approval Notes [2]**

**Cash Expenses**

Date	Receipt Amount	Expense Type	Justification	Merchant Name	Original Receipt Required	Reimbursable Amount (GBP)	Details	Attachments
19-Oct-2015	57.99 GBP	Car Parking - Receipted	Airport parking for London Inspection conference	Plane parking	<input checked="" type="checkbox"/>	57.99		
27-Oct-2015	59.48 GBP	Car Parking - Receipted	Airport parking for SICI conference in Oslo	Plane parking	<input checked="" type="checkbox"/>	59.48		
27-Oct-2015	11.45 GBP	Meals Allowance - London - Dinner - Receipted £19.20	Dinner en route to SICI conference in Oslo	The Crown Rivers	<input checked="" type="checkbox"/>	11.45		
29-Oct-2015	23.50 GBP	Meals Allowance - Elsewhere - Receipted £23.50	Subsistence in Oslo. 316 NOK + 192 NOK = 508 NOK	Olivia	<input checked="" type="checkbox"/>	23.50		
<b>Total</b>						<b>152.42</b>		

**Mileage Expenses**

Start Date	End Date	Expense Type	Justification	Trip Distance	Mileage Rate	Original Receipt Required	Reimbursable Amount (GBP)	Details	Attachments
02-Oct-2015	02-Oct-2015	Motor Mileage Allowance - £0.45 per mile	Denholm to Optima for Resources Board meeting. Lesser	66(Miles)	0.45		29.70		
05-Oct-2015	05-Oct-2015	Motor Mileage Allowance - £0.45 per mile	Meeting at Healthcare Improvement Scotland following Digital Champions meeting. Lesser	29(Miles)	0.45		13.05		
06-Oct-2015	06-Oct-2015	Motor Mileage Allowance - £0.45 per mile	Journey to station from Denholm House for Director Awareness Session at SAH meeting. Actual	2(Miles)	0.45		0.90		
14-Oct-2015	14-Oct-2015	Motor Mileage Allowance - £0.45 per mile	AD organisation improvement meeting at Optima. Lesser	66(Miles)	0.45		29.70		
19-Oct-2015	19-Oct-2015	Motor Mileage Allowance - £0.45 per mile	Ofstead Common Inspection Framework conference in London. Travel from office to airport. Lesser	24(Miles)	0.45		10.80		
27-Oct-2015	27-Oct-2015	Motor Mileage Allowance - £0.45 per mile	ECC meeting in Parliament (travel to station from office), then to airport for SICI conference in Oslo. Actual	16(Miles)	0.45		7.20		
30-Oct-2015	30-Oct-2015	Motor Mileage Allowance - £0.45 per mile	Return from Oslo. Actual	12(Miles)	0.45		5.40		
<b>Total</b>							<b>96.75</b>		

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Confirmation

Expense report number SG210622 was previously submitted for approval.

Expense Report SG210622

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- If your claim is selected for checking and only contains expenses that do not require receipts (e.g. mileage claim only) no receipt action is required by you.  
Your claim will be passed for payment once the 100% check has been completed.

**General Information**

Name	Attachments	<b>None</b>
	T&S Charge card claim included	<b>No</b>
	Travel Management Company	<b>No</b>
	Report Total	<b>181.80</b>
		<b>GBP</b>
	Reimbursement Amount	<b>181.80</b>
		<b>GBP</b>
Expense Dates	<b>05-NOV-2015 - 26-NOV-2015</b>	
Cost Center		
Purpose		
Approver		
Original Receipts Status	<b>Not Required</b>	
Report Submit Date	<b>15-DEC-2015</b>	

**Expense Lines** | **Weekly Summary** | **Approval Notes [2]**

**Mileage Expenses**

Start Date	End Date	Expense Type	Justification	Trip Distance	Mileage Rate	Original Receipt Required	Reimbursable Amount (GBP)	Details	Attachments
05-Nov-2015	05-Nov-2015	Motor Mileage Allowance - £0.45 per mile	Denholm to Optima for 1:1 meetings (lesser)	66(Miles)	0.45		29.70		
10-Nov-2015	10-Nov-2015	Motor Mileage Allowance - £0.45 per mile	Denholm to SAH. Drive to/from station. (lesser)	4(Miles)	0.45		1.80		
11-Nov-2015	11-Nov-2015	Motor Mileage Allowance - £0.45 per mile	Denholm to AQ for ET Offsite meeting (lesser)	66(Miles)	0.45		29.70		

13-Nov-2015	13-Nov-2015	Motor Mileage Allowance - £0.45 per mile	DH to Optima for DLT meeting (lesser)	66(Miles)	0.45		29.70			
17-Nov-2015	17-Nov-2015	Motor Mileage Allowance - £0.45 per mile	SAH for ELL Portfolio Finance Meeting. Return to DH for Resources Board. (Actual)	4(Miles)	0.45		1.80			
23-Nov-2015	23-Nov-2015	Motor Mileage Allowance - £0.45 per mile	Optima for Risk discussion & 1:1s. (lesser)	66(Miles)	0.45		29.70			
25-Nov-2015	25-Nov-2015	Motor Mileage Allowance - £0.45 per mile	Optima for SIB, People Board (lesser)	66(Miles)	0.45		29.70			
26-Nov-2015	26-Nov-2015	Motor Mileage Allowance - £0.45 per mile	Optima for Local Partnership Forum (lesser)	66(Miles)	0.45		29.70			
<b>Total</b>								<b>181.80</b>		

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**Confirmation**

Expense report number SG210627 was previously submitted for approval.

**Expense Report SG210627**

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4. After authorisation your selected approver should forward the receipts on to the above address. The Travel and Subsistence Team will retain all original receipts of claims that have been selected for 100% checking. If your claim is selected for checking and only contains expenses that do not require receipts (e.g. mileage claim only) no receipt action is required by you. Your claim will be passed for payment once the 100% check has been completed.

**General Information**

Name		Attachments	<b>None</b>
		T&S Charge card claim included	<b>No</b>
		Travel Management Company	<b>No</b>
		Report Total	<b>191.75</b>
			<b>GBP</b>
Reimbursement Amount			<b>191.75</b>
			<b>GBP</b>
Expense Dates	<b>01-DEC-2015 - 15-DEC-2015</b>		
Cost Center			
Purpose			
Approver			
Original Receipts Status	<b>Required</b>		
Report Submit Date	<b>06-JAN-2016</b>		

**Expense Lines** | **Weekly Summary** | **Approval Notes [4]**

**Cash Expenses**

Date	Receipt Amount	Expense Type	Justification	Merchant Name	Original Receipt Required	Reimbursable Amount (GBP)	Details	Attachments
01-Dec-2015	5.50 GBP	Public Transport Rail (Standard Class) - Receipted	Rail travel for ELL Portfolio Finance Meeting in SAH. Urgent decision to attend on day.	Edinburgh Airport	<input checked="" type="checkbox"/>	5.50		
03-Dec-2015	46.99 GBP	Car Parking - Receipted	SICI meeting in Amsterdam. Airport parking.	Edinburgh Airport	<input checked="" type="checkbox"/>	46.99		
03-Dec-2015	5.08 GBP	Foreign Travel Rail - Receipted	SICI meeting in Amsterdam. Travel from airport to city centre. Converted with OANDA	ATOD Landline	<input checked="" type="checkbox"/>	5.08		
04-Dec-2015	5.08 GBP	Foreign Travel Rail - Receipted	SICI meeting in Amsterdam. Travel from city centre to airport. Converted with OANDA	ATOS Worldline	<input checked="" type="checkbox"/>	5.08		
03-Dec-2015	24.70 GBP	Foreign Travel	Meal with Exec Committee.	NK		24.70		

		- Subsistence	No receipt provided as split with group of SICI EC members. Converted with OANDA						
<b>Total</b>							<b>87.35</b>		

**Mileage Expenses**

Start Date	End Date	Expense Type	Justification	Trip Distance	Mileage Rate	Original Receipt Required	Reimbursable Amount (GBP)	Details	Attachments
02-Dec-2015	02-Dec-2015	Motor Mileage Allowance - £0.45 per mile	Drive to station to SAH for ARC meeting and DG L&J meeting. (Lesser)	4(Miles)	0.45		1.80		
03-Dec-2015	03-Dec-2015	Motor Mileage Allowance - £0.45 per mile	SICI meeting in Amsterdam. Travel to Edinburgh Airport. (Lesser)	13(Miles)	0.45		5.85		
04-Dec-2015	04-Dec-2015	Motor Mileage Allowance - £0.45 per mile	SICI meeting in Amsterdam. Travel from Edinburgh Airport to DH. (Lesser)	13(Miles)	0.45		5.85		
09-Dec-2015	09-Dec-2015	Motor Mileage Allowance - £0.45 per mile	Optima for HMI interviews. (lesser)	66(Miles)	0.45		29.70		
11-Dec-2015	11-Dec-2015	Motor Mileage Allowance - £0.45 per mile	Travel to Station for SAH for Leadership Team Away Day (lesser)	4(Miles)	0.45		1.80		
14-Dec-2015	14-Dec-2015	Motor Mileage Allowance - £0.45 per mile	Optima for HMI interviews. (lesser)	66(Miles)	0.45		29.70		
15-Dec-2015	15-Dec-2015	Motor Mileage Allowance - £0.45 per mile	Optima for HMI interviews. (lesser)	66(Miles)	0.45		29.70		
<b>Total</b>							<b>104.40</b>		

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**Confirmation**

Expense report number SG220565 was previously submitted for approval.

**Expense Report SG220565**

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  4. After authorisation your selected approver should forward the receipts on to the above address.
- The Travel and Subsistence Team will retain all original receipts of claims that have been selected for 100% checking. If your claim is selected for checking and only contains expenses that do not require receipts (e.g. mileage claim only) no receipt action is required by you. Your claim will be passed for payment once the 100% check has been completed.

**General Information**

Name	Attachments	None
T&S Charge card claim included	No	
Travel Management Company	No	
Report Total	142.30	
	GBP	
Reimbursement Amount	142.30	
	GBP	
Expense Dates	07-JAN-2016 - 29-JAN-2016	
Cost Center	195615	
Purpose		
Approver		
Original Receipts Status	Required	
Report Submit Date	02-MAR-2016	

**Expense Lines** | **Weekly Summary** | **Approval Notes [3]**

**Cash Expenses**

Date	Receipt Amount	Expense Type	Justification	Merchant Name	Original Receipt Required	Reimbursable Amount (GBP)	Details	Attachments
11-Jan-2016	3.63 GBP	Foreign Travel Rail - Receipted	Rail travel from Copenhagen airport to hotel. Oanda currency converter used.	DOT	<input checked="" type="checkbox"/>	3.63		
14-Jan-2016	12.22 GBP	Meals Allowance - Elsewhere - Receipted £23.50	Subsistence travelling from Copenhagen (dinner). Converted on Oanda	CPH Airport	<input checked="" type="checkbox"/>	12.22		
<b>Total</b>						<b>15.85</b>		

**Mileage Expenses**

Start Date	End Date	Expense Type	Justification	Trip Distance (Miles)	Mileage Rate	Original Receipt Required	Reimbursable Amount (GBP)	Details	Attachments
07-Jan-2016	07-Jan-2016	Motor	Travel to Directors	4	0.45	<input checked="" type="checkbox"/>	1.80		

		Mileage Allowance - £0.45 per mile	Network meeting in SAH							
11-Jan-2016	11-Jan-2016	Motor Mileage Allowance - £0.45 per mile	Travel to Edinburgh airport for SICI meeting in Copenhagen	13(Miles)	0.45			5.85		
14-Jan-2016	14-Jan-2016	Motor Mileage Allowance - £0.45 per mile	Travel from Edinburgh Airport following SICI meeting in Copenhagen. Lesser	13(Miles)	0.45			5.85		
15-Jan-2016	15-Jan-2016	Motor Mileage Allowance - £0.45 per mile	Travel to Strategic Scrutiny Group meeting in Edinburgh. Rail travel from station. Lesser	4(Miles)	0.45			1.80		
20-Jan-2016	20-Jan-2016	Motor Mileage Allowance - £0.45 per mile	Car travel from Denholm House to Care Inspectorate offices in Musselburgh. Lesser	45(Miles)	0.45			20.25		
25-Jan-2016	25-Jan-2016	Motor Mileage Allowance - £0.45 per mile	Optima meetings with HR and Directorate. Lesser	66(Miles)	0.45			29.70		
26-Jan-2016	26-Jan-2016	Motor Mileage Allowance - £0.45 per mile	Travel to station for day in SAH. Rail tickets booked. Lesser	4(Miles)	0.45			1.80		
28-Jan-2016	28-Jan-2016	Motor Mileage Allowance - £0.45 per mile	Meetings in Optima with Leadership Forum and Local Partnership Forum. Lesser	66(Miles)	0.45			29.70		
29-Jan-2016	29-Jan-2016	Motor Mileage Allowance - £0.45 per mile	Travel to Optima for Business Planning meeting in AQ. lesser	66(Miles)	0.45			29.70		
<b>Total</b>								<b>126.45</b>		

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**Confirmation**

Expense report number SG224018 was previously submitted for approval.

**Expense Report SG224018**

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Claim not selected for audit. See receipts action below

**Submission Instructions**

**Instruction for Claims Not Selected for Checking**

If your claim is not selected for checking print out this page and attach to receipts (where applicable) and send to selected approver for authorisation and subsequent BCLO retention.

**Instruction for Claims Selected for Travel and Subsistence Team Checking**

1. Take a photocopy of receipts for your own records.
  2. Print out this page and attach to receipts.
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**General Information**

Name	Attachments	<b>None</b>
T&S Charge card claim included		<b>No</b>
Travel Management Company		<b>No</b>
Report Total		<b>135.25</b>
		<b>GBP</b>
Reimbursement Amount		<b>135.25</b>
		<b>GBP</b>
Expense Dates		<b>11-FEB-2016 - 22-FEB-2016</b>
Cost Center		
Purpose		
Approver		
Original Receipts Status		<b>Required</b>
Report Submit Date		<b>03-MAR-2016</b>

**Expense Lines** | **Weekly Summary** | **Approval Notes [3]**

**Cash Expenses**

Date	Receipt Amount	Expense Type	Justification	Merchant Name	Original Receipt Required	Reimbursable Amount (GBP)	Details	Attachments
11-Feb-2016	7.00 GBP	Car Parking - Receipted	Speaking at HMI conference as DoI	Marriott	<input checked="" type="checkbox"/>	7.00		
12-Feb-2016	7.90 GBP	Car Parking - Receipted	Collecting colleague from Edinburgh Airport following business trip. Cheaper than parking or taxi	Airport	<input checked="" type="checkbox"/>	7.90		
<b>Total</b>						<b>14.90</b>		

**Mileage Expenses**

Start Date	End Date	Expense Type	Justification	Trip Distance	Mileage Rate	Original Receipt Required	Reimbursable Amount (GBP)	Details	Attachments
11-Feb-2016	11-Feb-2016	Motor Mileage	Speaking at HMI conference. (lesser from	65(Miles)	0.45	<input type="checkbox"/>	29.25		

		Allowance - £0.45 per mile	office to venue)						
12-Feb-2016	12-Feb-2016	Motor Mileage Allowance - £0.45 per mile	Collecting colleague from business trip on annual leave day. Cheaper than taxi or parking. Full mileage claimable as it wouldn't have been a regular journey on AL day.	53(Miles)	0.45		23.85		
12-Feb-2016	12-Feb-2016	Passenger Supplement - £0.05 per mile	Collecting business colleague from trip.	25(Miles)	0.05		1.25		
19-Feb-2016	19-Feb-2016	Motor Mileage Allowance - £0.45 per mile	eRDM training. (lesser from office to venue)	66(Miles)	0.45		29.70		
19-Feb-2016	19-Feb-2016	Passenger Supplement - £0.05 per mile	eRDM training (lesser). passenger	66(Miles)	0.05		3.30		
22-Feb-2016	22-Feb-2016	Motor Mileage Allowance - £0.45 per mile	ET Offsite meeting. (lesser from office to venue)	66(Miles)	0.45		29.70		
22-Feb-2016	22-Feb-2016	Passenger Supplement - £0.05 per mile	ET Offsite meeting. passenger	66(Miles)	0.05		3.30		
<b>Total</b>							<b>120.35</b>		

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**Confirmation**

Expense report number SG240383 was previously submitted for approval.

**Expense Report SG240383**

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Claim not selected for audit. See receipts action below

**Submission Instructions**

**Instruction for Claims Not Selected for Checking**

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**Instruction for Claims Selected for Travel and Subsistence Team Checking**

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**General Information**

Name	Attachments	<b>None</b>
	T&S Charge card claim included	<b>No</b>
	Travel Management Company	<b>No</b>
	Report Total	<b>47.70</b>
		<b>GBP</b>
Expense Dates	Reimbursement Amount	<b>47.70</b>
<b>01-MAR-2016 - 31-MAR-2016</b>		<b>GBP</b>
Cost Center		
Purpose		
Approver		
Original Receipts Status		<b>Not Required</b>
Report Submit Date		<b>26-MAY-2016</b>

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**Mileage Expenses**

Start Date	End Date	Expense Type	Justification	Trip Distance	Mileage Rate	Original Receipt Required	Reimbursable Amount (GBP)	Details	Attachments
01-Mar-2016	01-Mar-2016	Motor Mileage Allowance - £0.45 per mile	Meeting in SH and visit to ES team in SH	24(Miles)	0.45		10.80		
04-Mar-2016	04-Mar-2016	Motor Mileage Allowance - £0.45 per mile	Strategic Scrutiny Group meeting with Audit Scotland in Edinburgh. Travel Denholm to Station return (lesser)	4(Miles)	0.45		1.80		
10-Mar-2016	10-Mar-2016	Motor Mileage Allowance - £0.45 per mile	Directors Network meeting in SAH. Dh to station return (lesser)	4(Miles)	0.45		1.80		

21-Mar-2016	21-Mar-2016	Motor Mileage Allowance - £0.45 per mile	Meetings in Optima . DH to Optima return (lesser)	66(Miles)	0.45		29.70		
24-Mar-2016	24-Mar-2016	Motor Mileage Allowance - £0.45 per mile	Directors Network meeting . in SAH. DH to Station return (lesser)	4(Miles)	0.45		1.80		
31-Mar-2016	31-Mar-2016	Motor Mileage Allowance - £0.45 per mile	Strategic Scrutiny Group with Audit Scotland (DH to Station return (lesser)	4(Miles)	0.45		1.80		
<b>Total</b>							<b>47.70</b>		

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