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Confirmation

Expense report number SG95551 was previously submitted for approval.

Expense Report SG95551

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Submission Instructions

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Instruction for Claims Selected for Travel and Subsistence Team Checking

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3. Pass receipts to your selected approver for authorisation with an envelope addressed to the Travel and Subsistence Team, G1 Spur, Saughton House, Broomhouse Drive, Edinburgh, EH11 3XD.
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	111.50
			GBP
Expense Dates	08-APR-2014 - 17-APR-2014	Reimbursement Amount	111.50
			GBP
Cost Center			
Purpose			
Approver			
Original Receipts Status	Required		
Report Submit Date	27-APR-2014		

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

business expenses

Cash Expenses

Date	Receipt Amount	Expense Type	Justification	Merchant Name	Original Receipt Required	Reimbursable Amount (GBP)	Details	Attachments
16-Apr-2014	26.00 GBP	Public Transport Rail (Standard Class) - Receipted	Travel from Croy to Edinburgh for meeting with Audit Scotland, onward travel to Glasgow for meeting with University of West Scotland and return home (glasgow to			26.00		
Total						26.00		

Mileage Expenses

Start Date	End Date	Expense Type	Justification	Trip Distance	Mileage Rate	Original Receipt Required	Reimbursable Amount (GBP)	Details	Attachments
08-Apr-2014	08-Apr-2014	Motor Mileage Allowance -	return travel from home to	38(Miles)	0.45		17.10		

		£0.45 per mile	Optima Building, Roberston St Glasgow G2 for SO3 meeting							
09-Apr-2014	09-Apr-2014	Motor Mileage Allowance - £0.45 per mile	return travel from home to Optima Building, Roberston St Glasgow G2 for CLD meeting	38(Miles)	0.45		17.10			
11-Apr-2014	11-Apr-2014	Motor Mileage Allowance - £0.45 per mile	return travel from home to Optima Building, Roberston St Glasgow G2 for Dir C meetings	38(Miles)	0.45		17.10			
15-Apr-2014	15-Apr-2014	Motor Mileage Allowance - £0.45 per mile	return travel from home to Optima Building, Roberston St Glasgow G2 for end year reviews	38(Miles)	0.45		17.10			
17-Apr-2014	17-Apr-2014	Motor Mileage Allowance - £0.45 per mile	return travel from home to Optima Building, Roberston St Glasgow G2 for CLD meetings	38(Miles)	0.45		17.10			
Total								85.50		

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Confirmation

Expense report number SG100150 was previously submitted for approval.

Expense Report SG100150

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Submission Instructions

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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	231.10
			GBP
Expense Dates	28-APR-2014 - 04-JUN-2014	Reimbursement Amount	231.10
			GBP
Cost Center			
Purpose			
Approver			
Original Receipts Status	Required		
Report Submit Date	12-JUN-2014		

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

business expenses

Cash Expenses

Date	Receipt Amount	Expense Type	Justification	Merchant Name	Original Receipt Required	Reimbursable Amount (GBP)	Details	Attachments
30-Apr-2014	19.00 GBP	Public Transport Rail (Standard Class) - Receipted	Return train journey from Croy to Edinburgh for ADES PIN meeting			19.00		
16-May-2014	9.40 GBP	Public Transport Rail (Standard Class) - Receipted	One way rail journey from Falkirk High to Edinburgh for ES and SG teacher ed away day.			9.40		
20-May-2014	19.00 GBP	Public Transport Rail (Standard Class) - Receipted	Return train from Croy to Edinburgh for ES leadership away day			19.00		
29-May-2014	26.40 GBP	Public	Train from Croy to Edinburgh			26.40		

		Transport Rail (Standard Class) - Receipted	for SCEL shadow board, then onwards to Glasgow for Directorate C meeting and then return to Croy						
04-Jun-2014	5.50 GBP	Public Transport Rail (Standard Class) - Receipted	return from Livingston North to Edinburgh for headship development meeting				5.50		
01-Jun-2014	10.00 GBP	Meals Allowance - Elsewhere - Dinner - Receipted £18.60	Evening meal in Guernsey in advance of 2 day meeting with Guernsey education dept				10.00		
02-Jun-2014	14.50 GBP	Meals Allowance - Elsewhere - Dinner - Receipted £18.60	Evening meal in Guernsey during 2 day meeting with Guernsey education dept				14.50		
03-Jun-2014	13.00 GBP	Meals Allowance - Elsewhere - Dinner - Receipted £18.60	Evening meal at Southampton airport return from Guernsey				13.00		
Total							116.80		

Mileage Expenses

Start Date	End Date	Expense Type	Justification	Trip Distance	Mileage Rate	Original Receipt Required	Reimbursable Amount (GBP)	Details	Attachments
28-Apr-2014	28-Apr-2014	Motor Mileage Allowance - £0.45 per mile	return journey from home to Optima Building, Roberstson Street, Glasgow for directorate C meeting (shortest distance)	38(Miles)	0.45		17.10		
29-Apr-2014	29-Apr-2014	Motor Mileage Allowance - £0.45 per mile	return journey from home to Optima Building, Roberstson Street, Glasgow for knowledge management meetings (shortest distance)	38(Miles)	0.45		17.10		
06-May-2014	06-May-2014	Motor Mileage Allowance - £0.45 per mile	return journey from home to Optima Building, Roberstson Street, Glasgow for meetings with the creativity DOs (shortest distance)	38(Miles)	0.45		17.10		
14-May-2014	14-May-2014	Motor Mileage Allowance - £0.45 per mile	return journey from home to Optima Building, Roberstson Street, Glasgow for meeting with GTCS (shortest distance)	38(Miles)	0.45		17.10		
20-May-2014	20-May-2014	Motor Mileage Allowance - £0.45 per mile	return journey from home to Doubletree Hilton Hotel, Dunblane for FRH conference dinner	32(Miles)	0.45		14.40		
21-May-2014	21-May-2014	Motor Mileage Allowance - £0.45 per mile	return journey from home to Doubletree Hilton Hotel, Dunblane for FRH	32(Miles)	0.45		14.40		

27-May-2014	27-May-2014	Motor Mileage Allowance - £0.45 per mile	conference dinner return journey from home to Optima Building, Roberstson Street, Glasgow for CLD HMI sift meeting (shortest distance)	38(Miles)	0.45		17.10		
Total							114.30		

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Confirmation

Expense report number SG125158 was previously submitted for approval.

Expense Report SG125158

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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	201.60
		GBP
	Reimbursement Amount	201.60
		GBP
Expense Dates	23-JUL-2014 - 26-AUG-2014	
Cost Center		
Purpose		
Approver		
Original Receipts Status	Not Required	
Report Submit Date	05-SEP-2014	

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
23-Jul-2014	23-Jul-2014	Motor Mileage Allowance - £0.45 per mile	Return travel from home to Optima Building, Roberston Street, Glasgow G2 8DQ for various catch up meetings	40(Miles)	0.45		18.00		
30-Jul-2014	30-Jul-2014	Motor Mileage Allowance - £0.45 per mile	Return travel from home to Perth and Kinross Council , High St, Perth PH1 5QJ for meeting	88(Miles)	0.45		39.60		
05-Aug-2014	05-Aug-2014	Motor	Return travel from home	40(Miles)	0.45		18.00		

		Mileage Allowance - £0.45 per mile	Return travel from home to Optima Building, Roberston Street, Glasgow G2 8DQ for meeting with Improvement team							
06-Aug-2014	06-Aug-2014	Motor Mileage Allowance - £0.45 per mile	Return travel from home to Optima Building, Roberston Street, Glasgow G2 8DQ for EO Assessment Centre	40(Miles)	0.45		18.00			
07-Aug-2014	07-Aug-2014	Motor Mileage Allowance - £0.45 per mile	Return travel from home to Optima Building, Roberston Street, Glasgow G2 8DQ for various catch up meetings	40(Miles)	0.45		18.00			
11-Aug-2014	11-Aug-2014	Motor Mileage Allowance - £0.45 per mile	Return travel from home to Optima Building, Roberston Street, Glasgow G2 8DQ for EO panel interviews	40(Miles)	0.45		18.00			
12-Aug-2014	12-Aug-2014	Motor Mileage Allowance - £0.45 per mile	Return travel from home to Optima Building, Roberston Street, Glasgow G2 8DQ for Dir D management meeting	40(Miles)	0.45		18.00			
13-Aug-2014	13-Aug-2014	Motor Mileage Allowance - £0.45 per mile	Return travel from home to Optima Building, Roberston Street, Glasgow G2 8DQ for Dir C management group meeting m	40(Miles)	0.45		18.00			
20-Aug-2014	20-Aug-2014	Motor Mileage Allowance - £0.45 per mile	Return travel from home to Optima Building, Roberston Street, Glasgow G2 8DQ for Independent schools team meeting	40(Miles)	0.45		18.00			
26-Aug-2014	26-Aug-2014	Motor Mileage Allowance - £0.45 per mile	Return travel from home to Optima Building, Roberston Street, Glasgow G2 8DQ for meetings with Programme managers	40(Miles)	0.45		18.00			
Total								201.60		

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Confirmation

Expense report number SG128647 was previously submitted for approval.

Expense Report SG128647

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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	155.10
		GBP
Expense Dates	Reimbursement Amount	155.10
01-SEP-2014 - 19-SEP-2014		GBP
Cost Center		
Purpose		
Approver		
Original Receipts Status		Required
Report Submit Date		21-SEP-2014

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

business expenses

Cash Expenses

Date	Receipt Amount	Expense Type	Justification	Merchant Name	Original Receipt Required	Reimbursable Amount (GBP)	Details	Attachments
01-Sep-2014	10.60 GBP	Meals Allowance - Elsewhere - Dinner - Receipted £18.60	Evening meal at Southampton airport en route to Guernsey		<input checked="" type="checkbox"/>	10.60		
01-Sep-2014	33.00 GBP	Car Hire - Receipted	Insurance waiver for hire car requested by Europcar on collecting hire car at Guernsey airport		<input checked="" type="checkbox"/>	33.00		
03-Sep-2014	18.60 GBP	Meals Allowance - Elsewhere - Dinner - Receipted £18.60	Evening meal at St Pierre Park Hotel, Guernsey		<input checked="" type="checkbox"/>	18.60		
04-Sep-2014	12.20 GBP	Meals Allowance - Elsewhere -	Evening meal at Southampton airport en			12.20		

		Dinner - Receipted £18.60	route back from Guernsey						
09-Sep-2014	6.60 GBP	Public Transport Rail (Standard Class) - Receipted	Return train journey from Croy to Glasgow for SCEL interviews				6.60		
11-Sep-2014	6.60 GBP	Public Transport Rail (Standard Class) - Receipted	Return train journey from Croy to Glasgow for various meetings				6.60		
Total							87.60		

Mileage Expenses

Start Date	End Date	Expense Type	Justification	Trip Distance	Mileage Rate	Original Receipt Required	Reimbursable Amount (GBP)	Details	Attachments
05-Sep-2014	05-Sep-2014	Motor Mileage Allowance - £0.45 per mile	Return journey from home to Optima Building, Robertson St Glasgow G2 8DG for SIB meeting	40(Miles)	0.45		18.00		
08-Sep-2014	08-Sep-2014	Motor Mileage Allowance - £0.45 per mile	Return journey from home to Optima Building, Robertson St Glasgow G2 8DG for SO3 training	40(Miles)	0.45		18.00		
18-Sep-2014	18-Sep-2014	Motor Mileage Allowance - £0.45 per mile	Return journey from home to Optima Building, Robertson St Glasgow G2 8DG for various meetings	40(Miles)	0.45		18.00		
19-Sep-2014	19-Sep-2014	Motor Mileage Allowance - £0.45 per mile	Return journey from Denholm House, Livingston to GTCS, Clermiston Road, Edinburgh for meeting	30(Miles)	0.45		13.50		
Total							67.50		

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Confirmation

Expense report number SG136733 was previously submitted for approval.

Expense Report SG136733

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

Name
 Attachments **None**
 T&S Charge card claim included **No**
 Travel Management Company **No**
 Report Total **205.20**
 GBP
 Reimbursement Amount **205.20**
 GBP

Expense Dates **23-SEP-2014 - 29-OCT-2014**

Cost Center
 Purpose
 Approver

Original Receipts Status **Not Required**

Report Submit Date **29-OCT-2014**

Expense Lines Weekly Summary Approval Notes [1] business Expenses

Mileage Expenses

Start Date	End Date	Expense Type	Justification	Trip Distance	Mileage Rate	Original Receipt Required	Reimbursable Amount (GBP)	Details	Attachments
23-Sep-2014	23-Sep-2014	Motor Mileage Allowance - £0.45 per mile	Return journey from home to Optima Building, Robertson Street, Glasgow, G2 for SCEL meeting	40(Miles)	0.45		18.00		
24-Sep-2014	24-Sep-2014	Motor Mileage Allowance - £0.45 per mile	Return journey from home to SECC, Clydeside, Glasgow, G2 for Scottish Learning Festival	38(Miles)	0.45		17.10		
25-Sep-2014	25-Sep-2014	Motor Mileage Allowance	Return journey from home to	38(Miles)	0.45		17.10		

		- £0.45 per mile	SECC, Clydeside, Glasgow, G2 for Scottish Learning Festival						
01-Oct-2014	01-Oct-2014	Motor Mileage Allowance - £0.45 per mile	Return journey from home to Optima Building, Robertson Street, Glasgow, G2 for Leadership Forum	40(Miles)	0.45		18.00		
02-Oct-2014	02-Oct-2014	Motor Mileage Allowance - £0.45 per mile	Return journey from home to Optima Building, Robertson Street, Glasgow, G2 for SCEL interviews	40(Miles)	0.45		18.00		
07-Oct-2014	07-Oct-2014	Motor Mileage Allowance - £0.45 per mile	Return journey from home to premises on Rippon Street, Glasgow, G2 to invetsigate possible Steiner school.	34(Miles)	0.45		15.30		
08-Oct-2014	08-Oct-2014	Motor Mileage Allowance - £0.45 per mile	Return journey from home to Optima Building, Robertson Street, Glasgow, G2 for DO Creativity interviews	40(Miles)	0.45		18.00		
09-Oct-2014	09-Oct-2014	Motor Mileage Allowance - £0.45 per mile	Return journey from home to Optima Building, Robertson Street, Glasgow, G2 for PPT team meeting	40(Miles)	0.45		18.00		
10-Oct-2014	10-Oct-2014	Motor Mileage Allowance - £0.45 per mile	Return journey from home to Optima Building, Robertson Street, Glasgow, G2 for SCEL meeting	40(Miles)	0.45		18.00		
15-Oct-2014	15-Oct-2014	Motor Mileage Allowance - £0.45 per mile	Return journey from home to Police Scotland, Tulliallan, Clackmannanshire for meeting	26(Miles)	0.45		11.70		
28-Oct-2014	28-Oct-2014	Motor Mileage Allowance - £0.45 per mile	Return journey from home to Optima Building, Robertson Street, Glasgow, G2 for SO3 meeting with the CLD team	40(Miles)	0.45		18.00		
29-Oct-2014	29-Oct-2014	Motor Mileage Allowance - £0.45 per mile	Return journey from home to Optima Building, Robertson Street, Glasgow, G2 for mid year reviews	40(Miles)	0.45		18.00		
Total							205.20		

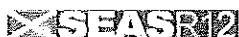
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Confirmation

Expense report number SG143322 was previously submitted for approval.

Expense Report SG143322

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
General Information

Name _____ Attachments **None**
 T&S Charge card claim included **No**
 Travel Management Company **No**
 Report Total **80.10**
GBP
 Reimbursement Amount **80.10**
GBP
 Expense Dates **30-OCT-2014 - 24-NOV-2014**
 Cost Center _____
 Purpose _____
 Approver _____
 Original Receipts Status **Not Required**
 Report Submit Date **27-NOV-2014**

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

Mileage Expenses

Start Date	End Date	Expense Type	Justification	Trip Distance	Mileage Rate	Original Receipt Required	Reimbursable Amount (GBP)	Details	Attachments
30-Oct-2014	30-Oct-2014	Motor Mileage Allowance - £0.45 per mile	Return journey from home to Optima Building, Robertson St, Glasgow G2 for various meetings	36(Miles)	0.45		16.20		
05-Nov-2014	05-Nov-2014	Motor Mileage Allowance - £0.45 per mile	Return journey from Denholm House, Almondvale Way Livingston EH54 6GA to GTCS, 96 Clermiston Road, Edinburgh EH12 6UT	30(Miles)	0.45		13.50		
07-Nov-2014	07-Nov-2014	Motor Mileage Allowance	Return journey from home (as above) to Optima Building (as above) for mid	36(Miles)	0.45		16.20		

		- £0.45 per mile	year reviews						
10-Nov-2014	10-Nov-2014	Motor Mileage Allowance - £0.45 per mile	return journey from Denholm House (as above) to Victoria Quay, Edinburgh for rasing attainment meeting	32(Miles)	0.45		14.40		
12-Nov-2014	12-Nov-2014	Motor Mileage Allowance - £0.45 per mile	Return journey from Denholm House (as above) to Saughton House, Broomhouse Drive, Edinburgh for interview	24(Miles)	0.45		10.80		
24-Nov-2014	24-Nov-2014	Motor Mileage Allowance - £0.45 per mile	Travel from home to 17 Queen's Cres, Glasgow to visit Steiner group, travel to Denholm House (as above) and then home (78 miles minus normal daily commute of 58 miles)	20(Miles)	0.45		9.00		
Total							80.10		

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Confirmation

Expense report number SG154653 was previously submitted for approval.

Expense Report SG154653

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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.
3. Pass receipts to your selected approver for authorisation with an envelope addressed to the Travel and Subsistence Team, G1 Spur, Saughton House, Broomhouse Drive, Edinburgh, EH11 3XD.
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	62.10
		GBP
Expense Dates	Reimbursement Amount	62.10
02-DEC-2014 - 18-DEC-2014		GBP
Cost Center		
Purpose		
Approver		
Original Receipts Status		Not Required
Report Submit Date		30-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
02-Dec-2014	02-Dec-2014	Motor Mileage Allowance - £0.45 per mile	Office to Optima for Business Planning meeting them home (less usual commute claimed - 30 miles).	21(Miles)	0.45		9.45		
08-Dec-2014	08-Dec-2014	Motor Mileage Allowance - £0.45 per mile	Home to VQ for various meetings to home (less from office EH54 6GA claimed).	44(Miles)	0.45		19.80		
11-Dec-2014	11-Dec-2014	Motor Mileage Allowance - £0.45 per mile	Office to West Lothian Civic Centre, for meetings with Police and Care Inspectorate, to home (Less usual commute	1(Miles)	0.45		0.45		

15-Dec-2014	15-Dec-2014	Motor Mileage Allowance £0.45 per mile	claimed - 30 miles). Home to Optima for various meetings to home (lesser from home claimed).	36(Miles)	0.45	16.20		
18-Dec-2014	18-Dec-2014	Motor Mileage Allowance £0.45 per mile	Home to Optima for various meetings to home (lesser from home claimed).	36(Miles)	0.45	16.20		
Total						62.10		

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Confirmation

Expense report number SG154727 was previously submitted for approval.

Expense Report SG154727

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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.
3. Pass receipts to your selected approver for authorisation with an envelope addressed to the Travel and Subsistence Team, G1 Spur, Saughton House, Broomhouse Drive, Edinburgh, EH11 3XD.
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	108.45
		GBP
Expense Dates	Reimbursement Amount	108.45
05-JAN-2015 - 29-JAN-2015		GBP
Cost Center		
Purpose		
Approver		
Original Receipts Status		Not Required
Report Submit Date		30-JAN-2015

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Business Expenses

Mileage Expenses

Start Date	End Date	Expense Type	Justification	Trip Distance	Mileage Rate	Original Receipt Required	Reimbursable Amount (GBP)	Details	Attachments
05-Jan-2015	05-Jan-2015	Motor Mileage Allowance - £0.45 per mile	Home to Optima for various meetings to home (lesser from home claimed).	36(Miles)	0.45		16.20		
07-Jan-2015	07-Jan-2015	Motor Mileage Allowance - £0.45 per mile	Home to Optima for various meetings to home (lesser from home claimed).	36(Miles)	0.45		16.20		
13-Jan-2015	13-Jan-2015	Motor Mileage Allowance - £0.45 per mile	Office to Perth, for meeting with Director of Education, to home (less usual commute claimed - 30 miles)	61(Miles)	0.45		27.45		

16-Jan-2015	16-Jan-2015	Motor Mileage Allowance - £0.45 per mile	Home to Uphall, for Executive Team Away Day, to home (lesser from office EH54 6GA claimed).	10(Miles)	0.45		4.50			
22-Jan-2015	22-Jan-2015	Motor Mileage Allowance - £0.45 per mile	Home to Dakota Hotel Eurocentral, for catch up meeting with colleague, to home (lesser from home claimed).	36(Miles)	0.45		16.20			
29-Jan-2015	29-Jan-2015	Motor Mileage Allowance - £0.45 per mile	Home to Stirling, for Strategic Group Meeting (Creative Scotland) to Optima for various meetings to home (lesser from home claimed).	62(Miles)	0.45		27.90			
Total								108.45		

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Confirmation

Expense report number SG161401 was previously submitted for approval.

Expense Report SG161401

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Claim randomly selected 100% checking. 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.
 3. Pass receipts to your selected approver for authorisation with an envelope addressed to the Travel and Subsistence Team, G1 Spur, Saughton House, Broomhouse Drive, Edinburgh, EH11 3XD.
 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	147.55
			GBP
		Reimbursement Amount	147.55
			GBP
Expense Dates	01-FEB-2015 - 27-FEB-2015		
Cost Center			
Purpose			
Approver			
Original Receipts Status	Received		
Report Submit Date	11-MAR-2015		

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business Expenses

Cash Expenses

Date	Receipt Amount	Expense Type	Justification	Merchant Name	Original Receipt Required	Reimbursable Amount (GBP)	Details	Attachments
01-Feb-2015	19.20 GBP	Meals Allowance - London - Dinner -	Dinner at Gatwick airport, before flight to Guernsey. Receipt lost.		✓	19.20		
06-Feb-2015	6.40 GBP	Meals Allowance - London - Dinner -	Snack at Gatwick airport, before flight to Glasgow.	Comptoir Libanais Gatwick	✓	6.40		
Total						25.60		

Mileage Expenses

Start Date	End Date	Expense Type	Justification	Trip Distance	Mileage Rate	Original Receipt Required	Reimbursable Amount (GBP)	Details	Attachments
09-Feb-2015	09-Feb-2015	Motor Mileage Allowance	Home to the Optima for Management Away Day meeting (lesser).	18(Miles)	0.45		8.10		

		- £0.45 per mile							
10-Feb-2015	10-Feb-2015	Motor Mileage Allowance - £0.45 per mile	Optima to Victoria Quay (VQ) for Management Team Away Day meeting and Attainment Advisor meeting to home. (lesser from office EH54 6GA).	44(Miles)	0.45			19.80	 
12-Feb-2015	12-Feb-2015	Motor Mileage Allowance - £0.45 per mile	Home to Optima for various meetings to home (lesser).	36(Miles)	0.45			16.20	 
19-Feb-2015	19-Feb-2015	Motor Mileage Allowance - £0.45 per mile	Home to Optima for meetings with the Chief Executive to Croftmalie for a school visit to home (lesser).	58(Miles)	0.45			26.10	 
20-Feb-2015	20-Feb-2015	Motor Mileage Allowance - £0.45 per mile	Home to Optima for Creativity meeting to Coatbridge to meet with Director of Education to home (lesser).	45(Miles)	0.45			20.25	 
25-Feb-2015	25-Feb-2015	Motor Mileage Allowance - £0.45 per mile	Home to VQ for various meetings to home (lesser from office EH54 6GA).	44(Miles)	0.45			19.80	 
27-Feb-2015	27-Feb-2015	Motor Mileage Allowance - £0.45 per mile	Home to Stirling for meeting with the Guernsey team to home (lesser).	26(Miles)	0.45			11.70	 
Total								121.95	

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Confirmation

Expense report number SG181572 was previously submitted for approval.

Expense Report SG181572

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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.
 3. Pass receipts to your selected approver for authorisation with an envelope addressed to the Travel and Subsistence Team, G1 Spur, Saughton House, Broomhouse Drive, Edinburgh, EH11 3XD.
 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	164.70
		GBP
Expense Dates	Reimbursement Amount	164.70
02-MAR-2015 - 13-MAR-2015		GBP
Cost Center		
Purpose		
Approver		
Original Receipts Status		Not Required
Report Submit Date		20-JUL-2015

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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
02-Mar-2015	02-Mar-2015	Motor Mileage Allowance - £0.45 per mile	Home to East Renfrewshire Council (G78 1SY) for DoE meeting. Returned to Optima (G2 8DU) for meeting with Police Scotland. Return to home. (Lesser claimed)	55(Miles)	0.45		24.75		
04-Mar-2015	04-Mar-2015	Motor Mileage Allowance - £0.45 per mile	Home to Optima (G2 8DU) to all day meeting and return. (Lesser claimed)	40(Miles)	0.45		18.00		
05-Mar-2015	05-Mar-2015	Motor Mileage Allowance	Home to Optima (G2 8DU) for meeting. Optima to Elmvale PS (G22	59(Miles)	0.45		26.55		

		- £0.45 per mile	6ED) for World Book Day then return to Denholm (EH54 6GA)							
09-Mar-2015	09-Mar-2015	Motor Mileage Allowance - £0.45 per mile	Home to Argyll & Bute Council (G84 7BU) for meeting with DoE return to Optima G2 8DU. Meeting with Glasgow Uni (G3 6NH), return home. (Lesser claimed)	95(Miles)	0.45		42.75			
12-Mar-2015	12-Mar-2015	Motor Mileage Allowance - £0.45 per mile	Home to meeting with West Dunbartonshire Council (G82 3PU) and return	77(Miles)	0.45		34.65			
13-Mar-2015	13-Mar-2015	Motor Mileage Allowance - £0.45 per mile	Home to Optima (G2 8DU) for various meetings and return. (Lesser used)	40(Miles)	0.45		18.00			
Total								164.70		

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Confirmation

Expense report number SG178367 was previously submitted for approval.

Expense Report SG178367

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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	None
	T&S Charge card claim Included	No
	Travel Management Company	No
	Report Total	208.35
		GBP
	Reimbursement Amount	208.35
		GBP
Expense Dates	19-MAR-2015 - 16-APR-2015	
Cost Center		
Purpose		
Approver		
Original Receipts Status	Not Required	
Report Submit Date	09-JUN-2015	

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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
19-Mar-2015	19-Mar-2015	Motor Mileage Allowance - £0.45 per mile	Travel from home to Optima (G2 8DU) for Parentzone meeting, to Denholm (EH54 6GA) for Management Board, (less h to w 36 miles)	21(Miles)	0.45		9.45		
20-Mar-2015	20-Mar-2015	Motor Mileage Allowance - £0.45 per mile	Home to Europa (G2 8LA) for conversation day and return (lesser)	36(Miles)	0.45		16.20		
23-Mar-2015	23-Mar-2015	Motor Mileage Allowance - £0.45 per mile	Denholm (EH54 6GA) to Musselburgh (EH21 7PB) for Joint meeting with Care Inspectorate and	52(Miles)	0.45		23.40		

01-Apr-2015	01-Apr-2015	mile Motor Mileage Allowance - £0.45 per mile	return home (lesser) Denholm (EH54 6GA) to Dynamic Earth (EH8 8AS) for First Sitting of Children's Parliament and return to home less (30 miles) work to home	22(Miles)	0.45		9.90		
02-Apr-2015	02-Apr-2015	Motor Mileage Allowance - £0.45 per mile	Home to Stirling (FK8 2HU) for meeting with DoE, Stirling Council. Return to Optima (G2 8DU) for meeting	40(Miles)	0.45		18.00		
07-Apr-2015	07-Apr-2015	Motor Mileage Allowance - £0.45 per mile	Denholm (EH54 6GA) to Tulliallan (FK10 4BE) for Partnership Reference Group meeting	26(Miles)	0.45		11.70		
08-Apr-2015	08-Apr-2015	Motor Mileage Allowance - £0.45 per mile	Home to Optima (G2 8DU) for EYR then to Nrth Ayrshire Cnd (KA12 8EE) to meet with DoE and return home (Lesser)	100(Miles)	0.45		45.00		
15-Apr-2015	15-Apr-2015	Motor Mileage Allowance - £0.45 per mile	Home to Optima (G2 8DU) for various meetings throughout day and return home (lesser)	40(Miles)	0.45		18.00		
16-Apr-2015	16-Apr-2015	Motor Mileage Allowance - £0.45 per mile	Home to Care Inspectorate office (DD1 4NY) for Joint meeting, then to Endeavour House (DD1 2DB) for EYR and return (lesser)	126(Miles)	0.45		56.70		
Total							208.35		

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Confirmation

Expense report number SG178350 was previously submitted for approval.

Expense Report SG178350

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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 BCL0 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.
 3. Pass receipts to your selected approver for authorisation with an envelope addressed to the Travel and Subsistence Team, G1 Spur, Saughton House, Broomhouse Drive, Edinburgh, EH11 3XD.
 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	390.71
		GBP
	Reimbursement Amount	390.71
		GBP
Expense Dates	01-MAY-2015 - 28-MAY-2015	
Cost Center		
Purpose		
Approver		
Original Receipts Status	Required	
Report Submit Date	11-JUN-2015	

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-May-2015	4.90 GBP	Meals Allowance - Elsewhere - Lunch - Receipted £4.90	Lunch before return flight from Guernsey to London	Les Rocouettes Hotel	<input checked="" type="checkbox"/>	4.90		
08-May-2015	4.80 GBP	Car Parking - Receipted	Attending meetings in Optima	NCP	<input checked="" type="checkbox"/>	4.80		
13-May-2015	68.99 GBP	Car Parking - Receipted	Parking at airport prior to flight to Guernsey for inspection	Grill Room	<input checked="" type="checkbox"/>	68.99		
13-May-2015	15.75 GBP	Meals Allowance - Elsewhere - Dinner - Receipted £18.60	Dinner during Guernsey inspection	Grill Room	<input checked="" type="checkbox"/>	15.75		
14-May-2015	18.60 GBP	Meals Allowance - Elsewhere -	Dinner during Guernsey inspection	Grill Room		18.60		

		Dinner - Received £18.60							
21-May-2015	48.07 GBP	Car Hire - Received	Fuel for hired car after travelling to Aberdeen.				48.07		
26-May-2015	8.50 GBP	Public Transport Rail (Standard Class) - Received	Problems with machine at station when putting in code so had to buy ticket on train.				8.50		
27-May-2015	36.05 GBP	Car Parking - Received	Parking at Edinburgh Airport when travelling to Belfast for Heads of Inspectorate Conference				36.05		
27-May-2015	6.70 GBP	Public Transport Taxi Travel - Received	Taxi from airport to Heads of Inspectorate Conference				6.70		
27-May-2015	6.90 GBP	Public Transport Taxi Travel - Received	Taxi to airport				6.90		
Total							219.26		

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	Attendance at AD Development meeting. Travel from home to Houston House Hotel, Uphall (EH52 6JS)	23(Miles)	0.45		10.35		
07-May-2015	07-May-2015	Motor Mileage Allowance - £0.45 per mile	Directors' meeting at St Andrew's House. Houston House Hotel (EH52 6JS) to Uphall Railway Station (EH54 5QG) and return to home	25(Miles)	0.45		11.25		
11-May-2015	11-May-2015	Motor Mileage Allowance - £0.45 per mile	Home to Stirling Council (FK8 2HU) validated self-evaluation meeting. Risk & Concern meeting (FK8 2HD) and return home. (lesser claimed)	68(Miles)	0.45		30.60		
13-May-2015	13-May-2015	Motor Mileage Allowance - £0.45 per mile	Work (EH54 6GA) to Edinburgh Airport	12(Miles)	0.45		5.40		
15-May-2015	15-May-2015	Motor Mileage Allowance - £0.45 per mile	Edinburgh Airport to home (lesser claimed)	12(Miles)	0.45		5.40		
18-May-2015	18-May-2015	Motor Mileage Allowance - £0.45 per mile	Home to Optima (G2 8DU) various meetings and return (Lesser)	73(Miles)	0.45		32.85		
19-May-2015	19-May-2015	Motor Mileage Allowance - £0.45 per mile	Denholm (EH54 6GA) to G12 8QQ meeting with Cabinet Secretary and return to home	72(Miles)	0.45		32.40		
27-May-2015	27-May-2015	Motor Mileage Allowance - £0.45 per mile	Home to Edinburgh Airport and return (Lesser claimed)	24(Miles)	0.45		10.80		
28-May-2015	28-May-2015	Motor Mileage Allowance - £0.45 per mile	Home to Optima (G2 8DU) for several meetings and return (lesser claimed)	72(Miles)	0.45		32.40		
Total							171.45		



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Confirmation

Expense report number SG178874 was previously submitted for approval.

Expense Report SG178874

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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.
 3. Pass receipts to your selected approver for authorisation with an envelope addressed to the Travel and Subsistence Team, G1 Spur, Saughton House, Broomhouse Drive, Edinburgh, EH11 3XD.
 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	146.00
		GBP
Expense Dates	Reimbursement Amount	146.00
03-JUN-2015 - 17-JUN-2015		GBP
Cost Center		
Purpose		
Approver		
Original Receipts Status		Required
Report Submit Date		18-JUN-2015

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Cash Expenses

Date	Receipt Amount	Expense Type	Justification	Merchant Name	Original Receipt Required	Reimbursable Amount (GBP)	Details	Attachments
03-Jun-2015	22.00 GBP	Car Parking - Receipted	Parking at Edinburgh airport en route to Sumburgh, Shetland with ALO for meeting with Director of Education.			22.00		
10-Jun-2015	7.50 GBP	Car Parking - Receipted	Parking receipt at Thistle Hotel, Glasgow while attending Scottish Education Awards.			7.50		
11-Jun-2015	8.50 GBP	Public Transport Rail (Standard Class) - Receipted	Machine not working at station so had to buy bought ticket on train.			8.50		
Total						38.00		

Mileage Expenses

Start Date	End Date	Expense Type	Justification	Trip Distance	Mileage Rate	Original Receipt Required	Reimbursable Amount (GBP)	Details	Attachments
03-Jun-2015	03-Jun-2015	Motor Mileage Allowance - £0.45 per mile	Travel from home to Edinburgh Airport for flight to Sumburgh, Shetland to meet with Director of Education and return. (Lesser claimed)	24(Miles)	0.45		10.80		
10-Jun-2015	10-Jun-2015	Motor Mileage Allowance - £0.45 per mile	Home to Thistle Hotel, Glasgow (G2 3HN) attending Scottish Education Awards and return (Lesser)	70(Miles)	0.45		31.50		
16-Jun-2015	16-Jun-2015	Motor Mileage Allowance - £0.45 per mile	Home to Optima (G2 8DU) for interviews and return. (Lesser claimed)	73(Miles)	0.45		32.85		
17-Jun-2015	17-Jun-2015	Motor Mileage Allowance - £0.45 per mile	Home to Optima (G2 8DU) for interviews and return (Lesser claimed)	73(Miles)	0.45		32.85		
Total							108.00		

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Confirmation

Expense report number SG184186 was previously submitted for approval.

Expense Report SG184186

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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	144.00
		GBP
	Reimbursement Amount	144.00
		GBP
Expense Dates	10-JUL-2015 - 13-AUG-2015	
Cost Center		
Purpose		
Approver		
Original Receipts Status	Not Required	
Report Submit Date	14-AUG-2015	

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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
10-Jul-2015	10-Jul-2015	Motor Mileage Allowance - £0.45 per mile	Home to meeting with Care inspectorate in Musselburgh EH21 7PB and return. (Lesser claimed from work)	52(Miles)	0.45		23.40		
13-Jul-2015	13-Jul-2015	Motor Mileage Allowance - £0.45 per mile	Hamilton to Bothwell for meeting and return to home	30(Miles)	0.45		13.50		
20-Jul-2015	20-Jul-2015	Motor Mileage Allowance - £0.45 per	EH54 6GA to Kinross for meeting and return.	74(Miles)	0.45		33.30		

24-Jul-2015	24-Jul-2015	mile Motor Mileage Allowance - £0.45 per mile	Home , to Optima (G2 8DU) for meetings and return. (Lesser claimed)	67(Miles)	0.45		30.15		
12-Aug-2015	12-Aug-2015	Motor Mileage Allowance - £0.45 per mile	Denholm (EH54 6GA) to Saughton (EH11 3XD) and return.	30(Miles)	0.45		13.50		
13-Aug-2015	13-Aug-2015	Motor Mileage Allowance - £0.45 per mile	Home , to Optima (G2 8DU) for Attainment Interviews and return. (Lesser claimed)	67(Miles)	0.45		30.15		
Total							144.00		

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Confirmation

Expense report number SG189887 was previously submitted for approval.

Expense Report SG189887

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Submission Instructions

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Instruction for Claims Selected for Travel and Subsistence Team Checking

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General Information

Name	Attachments	None
	T&S Charge card claim included	No
	Travel Management Company	No
	Report Total	218.03
		GBP
	Reimbursement Amount	218.03
		GBP
Expense Dates	19-AUG-2015 - 02-SEP-2015	
Cost Center		
Purpose		
Approver		
Original Receipts Status	Required	
Report Submit Date	15-SEP-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
25-Aug-2015	4.90 GBP	Meals Allowance - Elsewhere - Lunch - Receipted £4.90	Attendance at Islands Summit in Kirkwall	EAT		4.90		
01-Sep-2015	54.99 GBP	Car Parking - Receipted	Flight to Guernsey	Edinburgh airport parking		54.99		
01-Sep-2015	10.75 GBP	Meals Allowance - Elsewhere - Dinner - Receipted £18.60	Flight to Guernsey to give report presentation.	The Olive Tree		10.75		
02-Sep-2015	11.95 GBP	Meals Allowance - Elsewhere - Dinner - Receipted £18.60	return journey from Guernsey	The Olive Tree		11.95		
19-Aug-2015	18.60 GBP	Meals Allowance - Elsewhere - Dinner - Receipted £18.60	pre-conference meeting			18.60		
19-Aug-2015	12.00 GBP	Car Parking -	Attendance at All-			12.00		

		Received	staff conference		▼				
25-Aug-2015	34.99 GBP	Car Parking - Received	Flight to Orkney	Edinburgh Airport Parking	▼		34.99		
26-Aug-2015	13.80 GBP	Meals Allowance - Elsewhere - Dinner Received £18.60	Attendance at Islands Summit in Kirkwall		▼		13.80		
Total							161.98		

Mileage Expenses

Start Date	End Date	Expense Type	Justification	Trip Distance	Mileage Rate	Original Receipt Required	Reimbursable Amount (GBP)	Details	Attachments
24-Aug-2015	24-Aug-2015	Motor Mileage Allowance - £0.45 per mile	Meeting at VQ re local authorities and return.	41(Miles)	0.45		18.45		
25-Aug-2015	25-Aug-2015	Motor Mileage Allowance - £0.45 per mile	Denholm House (EH54 6GA) to Edinburgh airport for flight to Orkney to attend Islands Summit.	12(Miles)	0.45		5.40		
27-Aug-2015	27-Aug-2015	Motor Mileage Allowance - £0.45 per mile	Flight back from Islands Summit and return to office.	12(Miles)	0.45		5.40		
01-Sep-2015	01-Sep-2015	Motor Mileage Allowance - £0.45 per mile	Denholm (EH54 6GA) to Edinburgh Airport for flights to Southampton and Guernsey for report presentation	12(Miles)	0.45		5.40		
02-Sep-2015	02-Sep-2015	Motor Mileage Allowance - £0.45 per mile	Edinburgh Airport to Denholm House (EH54 6GA) return from report presentation.	12(Miles)	0.45		5.40		
19-Aug-2015	19-Aug-2015	Motor Mileage Allowance - £0.45 per mile	To attend pre-conference meeting.	32(Miles)	0.45		14.40		
19-Aug-2015	19-Aug-2015	Passenger Supplement - £0.05 per mile	Accompanied to pre-conference meeting.	32(Miles)	0.05		1.60		
Total							56.05		

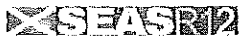
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Expense report number SG200263 was previously submitted for approval.

Expense Report SG200263
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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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 4. After authorisation your selected approver should forward the receipts on to the above address.
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General Information

Name	Attachments	None
	T&S Charge card claim included	No
	Travel Management Company	No
	Report Total	326.58
		GBP
Expense Dates	Reimbursement Amount	326.58
16-SEP-2015 - 23-OCT-2015		GBP
Cost Center		
Purpose		
Approver		
Original Receipts Status		Required
Report Submit Date		26-OCT-2015

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Cash Expenses

Date	Receipt Amount	Expense Type	Justification	Merchant Name	Original Receipt Required	Reimbursable Amount (GBP)	Details	Attachments
16-Sep-2015	4.80 GBP	Car Parking - Receipted	Various meetings in Optima	NCP	<input checked="" type="checkbox"/>	4.80		
23-Sep-2015	7.00 GBP	Car Parking - Receipted	Attendance at Scottish Learning Festival	City Parking	<input checked="" type="checkbox"/>	7.00		
24-Sep-2015	7.00 GBP	Car Parking - Receipted	Attending Scottish Learning Festival	City Parking	<input checked="" type="checkbox"/>	7.00		
01-Oct-2015	18.60 GBP	Meals Allowance - Elsewhere - Dinner - Receipted £18.60	Travel to Inverness for meeting with Director of Education, Highland Council on 2 October.	Kingsmill Hotel	<input checked="" type="checkbox"/>	18.60		
02-Oct-2015	36.18 GBP	Car Hire - Receipted	Fuel for hire car	Shell	<input checked="" type="checkbox"/>	36.18		
21-Oct-2015	19.20 GBP	Meals Allowance -	attendance at Ofsted Common Inspection Framework Course	La Ballerina	<input checked="" type="checkbox"/>	19.20		

		London - Dinner - Receipted £19.20							
22-Oct-2015	19.20 GBP	Meals Allowance - London - Dinner - Receipted £19.20	Attendance at Ofsted Common Inspection Framework Course, London	Garfunkels			19.20		
22-Oct-2015	11.00 GBP	Public Transport Tube - Receipted	Unreceipted. Weren't able to collect tube reservations at Tube station. New tickets had to be purchased but no receipt was given.				11.00		
Total							122.98		

Mileage Expenses

Start Date	End Date	Expense Type	Justification	Trip Distance	Mileage Rate	Original Receipt Required	Reimbursable Amount (GBP)	Details	Attachments
16-Sep-2015	16-Sep-2015	Motor Mileage Allowance - £0.45 per mile	Home to Optima and return for various meetings. Lesser claimed EH54 6GA - G2 8DU	66(Miles)	0.45		29.70		
23-Sep-2015	23-Sep-2015	Motor Mileage Allowance - £0.45 per mile	Attending SLF at SECC. Travelled from home but claiming lesser EH54 6GA to G1 4PL and return.	67(Miles)	0.45		30.15		
23-Sep-2015	23-Sep-2015	Passenger Supplement - £0.05 per mile	Giving lift to Home to SECC G1 4PL. Lesser claimed (EH54 6GA - G1 4PL) and return.	67(Miles)	0.05		3.35		
24-Sep-2015	24-Sep-2015	Motor Mileage Allowance - £0.45 per mile	Attending SLF at SECC. Travelled from home but claiming lesser EH54 6GA to G1 4PL and return.	67(Miles)	0.45		30.15		
07-Oct-2015	07-Oct-2015	Motor Mileage Allowance - £0.45 per mile	Accompanying Minister for Learning, Science and Scotland's Languages to Q&A Panel at Headmasters and Headmistresses' Conference at St Andrew's University	113(Miles)	0.45		50.85		
09-Oct-2015	09-Oct-2015	Motor Mileage Allowance - £0.45 per mile	Travelling from Home to Optima and return for attendance at various meetings. Lesser claimed EH54 6GA - G2 8DU	66(Miles)	0.45		29.70		
23-Oct-2015	23-Oct-2015	Motor Mileage Allowance - £0.45 per mile	Travelling from Home to Optima and return for attendance at various meetings. Lesser claimed EH54 6GA - G2 8DU	66(Miles)	0.45		29.70		
Total							203.60		

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Expense report number SG206415 was previously submitted for approval.

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

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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	None
		T&S Charge card claim included	No
		Travel Management Company	No
		Report Total	632.67
			GBP
Expense Dates	28-OCT-2015 - 20-NOV-2015	Reimbursement Amount	632.67
			GBP
Cost Center			
Purpose			
Approver			
Original Receipts Status	Required		
Report Submit Date	26-NOV-2015		

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business expenses**Cash Expenses**

Date	Receipt Amount	Expense Type	Justification	Merchant Name	Original Receipt Required	Reimbursable Amount (GBP)	Details	Attachments
28-Oct-2015	39.14 GBP	Car Parking - Receipted	Parking at airport for flight to Dublin.		<input checked="" type="checkbox"/>	39.14		
28-Oct-2015	20.32 GBP	Foreign Travel Taxi - Receipted	Taxi to Dublin for Launch of the OECD Report Starting Strong IV: Monitoring Quality in Early Childhood Education and Care. Taxi fare - €28.20. Exchange rate on OANDA on 28.10.15 was €28.20 = £20.32.		<input checked="" type="checkbox"/>	20.32		
28-Oct-2015	19.89 GBP	Foreign Travel Taxi - Receipted	Taxi to Dublin Airport. Taxi fare €27.60. Exchange rate on OANDA on 28.10.15 €27.60 = £19.89		<input checked="" type="checkbox"/>	19.89		
30-Oct-2015	277.02 GBP	Foreign Travel	Vaccines required for trip to Malawi which has now been postponed	Graeme Pharmacy		277.02		

		Other Expenses - Receipted	until March 2016						
11-Nov-2015	58.00 GBP	Foreign Travel Other Expenses - Receipted	Yellow fever vaccine	Emcare Solutions Ltd			58.00		
17-Nov-2015	34.10 GBP	Car Hire - Receipted	Fuel for car hire	Morrisons			34.10		
Total							448.47		

Mileage Expenses

Start Date	End Date	Expense Type	Justification	Trip Distance	Mileage Rate	Original Receipt Required	Reimbursable Amount (GBP)	Details	Attachments
28-Oct-2015	28-Oct-2015	Motor Mileage Allowance - £0.45 per mile	Home to Edinburgh Airport and return. (lesser claimed from and to Denholm)	24(Miles)	0.45		10.80		
30-Oct-2015	30-Oct-2015	Motor Mileage Allowance - £0.45 per mile	Home () to Optima (G2 8DU) and return for various meetings. (Lesser claimed)	66(Miles)	0.45		29.70		
09-Nov-2015	09-Nov-2015	Motor Mileage Allowance - £0.45 per mile	Meeting with Care Inspectorate to EH21 7PB and return. (Lesser claimed)	52(Miles)	0.45		23.40		
11-Nov-2015	11-Nov-2015	Motor Mileage Allowance - £0.45 per mile	Home to Optima (lesser claimed EH54 6GA to G2 8DU and return) for various meetings in Glasgow	66(Miles)	0.45		29.70		
12-Nov-2015	12-Nov-2015	Motor Mileage Allowance - £0.45 per mile	Home to Musselburgh and return. (Lesser claimed EH54 6GA - EH21 7PB) Meeting with Care Inspectorate.	52(Miles)	0.45		23.40		
13-Nov-2015	13-Nov-2015	Motor Mileage Allowance - £0.45 per mile	Home to Optima and return for various meetings. (Lesser claimed EH54 6GA to G2 8DU).	66(Miles)	0.45		29.70		
13-Nov-2015	13-Nov-2015	Passenger Supplement - £0.05 per mile	Home to Optima (G2 8DU) and return for various meetings. (Lesser claimed) Accompanied by (Lesser claimed)	66(Miles)	0.05		3.30		
19-Nov-2015	19-Nov-2015	Motor Mileage Allowance - £0.45 per mile	Home () to Westerwood Hotel, Cumbernauld (G68 0EW) to attend ADES Conference.	38(Miles)	0.45		17.10		
20-Nov-2015	20-Nov-2015	Motor Mileage Allowance - £0.45 per mile	Westerwood Hotel, Cumbernauld (G68 0EW) to home return after day two of ADES conference	38(Miles)	0.45		17.10		
Total							184.20		

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Confirmation

Expense report number SG210406 was previously submitted for approval.

Expense Report SG210406

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Submission Instructions

Instruction for Claims Not Selected for Checking

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General Information





Name	Attachments	None
T&S Charge card claim included	No	
Travel Management Company	No	
Report Total	84.00	
	GBP	
Reimbursement Amount	84.00	
	GBP	
Expense Dates	23-NOV-2015 - 08-DEC-2015	
Cost Center		
Purpose		
Approver		
Original Receipts Status	Required	
Report Submit Date	14-DEC-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
23-Nov-2015	5.50 GBP	Public Transport Rail (Standard Class) - Receipted	Attending ACEnet meeting in Edinburgh. Problems at station not able to enter ticket number so had to buy ticket.		☑	5.50		
25-Nov-2015	38.00 GBP	Car Parking - Receipted	Parking at Edinburgh Airport prior to flight to Birmingham to attend Identifying Radicalisation Early and Ensuring Protection of Vulnerable Children within Schools conference.		☑	38.00		
Total						43.50		

Mileage Expenses

Start Date	End Date	Expense Type	Justification	Trip Distance	Mileage Rate	Original Receipt Required	Reimbursable Amount (GBP)	Details	Attachments
25-Nov-2015	25-Nov-2015	Motor Mileage Allowance - £0.45 per mile	Home to Edinburgh Airport and return. (Lesser claimed - EH54 6GA to EH12 9DN and return) for flight to Birmingham to attend conference.	24(Miles)	0.45		10.80		
08-Dec-2015	08-Dec-2015	Motor Mileage Allowance - £0.45 per mile	Home to Optima (G2 8DU) and return for various meetings. (Lesser claimed)	66(Miles)	0.45		29.70		
Total							40.50		

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Confirmation

Expense report number SG216013 was previously submitted for approval.

Expense Report SG216013

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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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- 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	206.23
			GBP
		Reimbursement Amount	206.23
			GBP
Expense Dates	06-JAN-2016 - 17-JAN-2016		
Cost Center			
Purpose			
Approver			
Original Receipts Status	Required		
Report Submit Date	20-JAN-2016		

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
06-Jan-2016	5.00 GBP	Car Parking - Receipted	Attending ICSEI conference at Crowne Plaza Hotel, Glasgow.	Crown Plaza	<input checked="" type="checkbox"/>	5.00		
11-Jan-2016	27.00 GBP	Foreign Travel Other Expenses - Receipted	Antibiotic medicine recommended to take to Malawi in case of stomach upset.		<input checked="" type="checkbox"/>	27.00		
13-Jan-2016	18.49 GBP	Foreign Travel Other Expenses - Receipted	Overseas/International/ Travellers Complete Emergency Medical Kit		<input checked="" type="checkbox"/>	18.49		
13-Jan-2016	27.18 GBP	Foreign	Jungle Formula Maximum Aerosol			27.18		

		Travel Other Expenses - Receipted	Insect Repellent £9.99; Pyramid Repel 100% Deet Mosquito & Insect Repellent £8.20; Jungle Formula Maximum Plus Gel £8.99						
17-Jan-2016	27.46 GBP	Foreign Travel Other Expenses - Receipted	Various medications for Malawi trip	Boots			27.46		
Total							105.13		

Mileage Expenses

Start Date	End Date	Expense Type	Justification	Trip Distance	Mileage Rate	Original Receipt Required	Reimbursable Amount (GBP)	Details	Attachments
11-Jan-2016	11-Jan-2016	Motor Mileage Allowance - £0.45 per mile	Home to Edinburgh airport to drop off, en route to Denholm House. (Lesser claimed EH54 6GA - EH12 9DN) (Cost is less than parking for 4 days at airport.)	24(Miles)	0.45		10.80		
11-Jan-2016	11-Jan-2016	Passenger Supplement - £0.05 per mile	Home to Edinburgh Airport to drop off, and return to office. (Lesser claimed EH54 6GA to EH12 9DN.)	12(Miles)	0.05		0.60		
11-Jan-2016	11-Jan-2016	Motor Mileage Allowance - £0.45 per mile	Denholm House (EH54 6GA) to VQ (EH6 6QQ) to attend ESOL meeting and return.	42(Miles)	0.45		18.90		
12-Jan-2016	12-Jan-2016	Motor Mileage Allowance - £0.45 per mile	Home to Optima G2 8DU (Lesser claimed EH54 6GA - G2 8DU) Various meetings at Optima.	66(Miles)	0.45		29.70		
14-Jan-2016	14-Jan-2016	Motor Mileage Allowance - £0.45 per mile	Office to Edinburgh Airport to collect, returning from Copenhagen and return home. EH54 6GA - EH12 9DN and return.	24(Miles)	0.45		10.80		
14-Jan-2016	14-Jan-2016	Passenger Supplement - £0.05 per mile	Collecting from Airport. EH12 9DN - EH54 6GA claimed	12(Miles)	0.05		0.60		
06-Jan-2016	06-Jan-2016	Motor Mileage Allowance - £0.45 per mile	Attending ICSEI 2016 Conference at Crowne Plaza Hotel. Home to Crowne Plaza G3 8QT and return. (Lesser claimed EH54 6GA - G3 8QT)	66(Miles)	0.45		29.70		
Total							101.10		

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Confirmation

Expense report number SG224072 was previously submitted for approval.

Expense Report SG224072

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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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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	164.75
		GBP
	Reimbursement Amount	164.75
		GBP
Expense Dates	15-FEB-2016 - 07-MAR-2016	
Cost Center		
Purpose		
Approver		
Original Receipts Status	Required	
Report Submit Date	08-MAR-2016	

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
25-Feb-2016	7.80 GBP	Public Transport Rail (Standard Class) - Receipted	Attending conference in Edinburgh. Travel arrangements changed from car to train at last minute to train.		<input checked="" type="checkbox"/>	7.80		
02-Mar-2016	8.40 GBP	Public Transport Rail (Standard Class) - Receipted	Train ticket for Livingston South to Edinburgh return - no receipt was given.		<input checked="" type="checkbox"/>	8.40		
03-Mar-2016	3.20 GBP	Car Parking - Receipted	Parking receipt for time arriving at Optima until parking bay was available.		<input checked="" type="checkbox"/>	3.20		
Total						19.40		

Mileage Expenses

Start Date	End Date	Expense Type	Justification	Trip Distance	Mileage Rate	Original Receipt Required	Reimbursable Amount (GBP)	Details	Attachments
15-Feb-2016	15-Feb-2016	Motor Mileage Allowance - £0.45 per mile	Attending RCS Strategic Partnership Group meeting at VQ, Denholm House (EH54 6GA) to VQ (EH6 6QQ) and return.	42(Miles)	0.45		18.90		
18-Feb-2016	18-Feb-2016	Motor Mileage Allowance - £0.45 per mile	Attending several meetings in Optima, Glasgow. Home to Optima and return. (Lesser claimed EH54 6GA to G2 8DU and return.)	67(Miles)	0.45		30.15		
24-Feb-2016	24-Feb-2016	Motor Mileage Allowance - £0.45 per mile	Attendance at PREVENT conference at Lourdes Secondary School, Glasgow. EH54 6GA to G52 3DF and return - lesser claimed.	73(Miles)	0.45		32.85		
03-Mar-2016	03-Mar-2016	Motor Mileage Allowance - £0.45 per mile	Travel from home to Elmvale Primary School, Glasgow (lesser claimed EH54 6GA to G22 6ED 36 mls); G22 6ED to G2 8DU 4 mls; Optima to home (lesser claimed G2 8DU to EH54 6GA 34 mls)	74(Miles)	0.45		33.30		
07-Mar-2016	07-Mar-2016	Motor Mileage Allowance - £0.45 per mile	Meetings in Optima EH54 6GA - G2 8DU and return. 67 mls	67(Miles)	0.45		30.15		
Total							145.35		

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Confirmation

Expense report number SG230699 was previously submitted for approval.

Expense Report SG230699

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Submission Instructions

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- 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	34.00
		GBP
Expense Dates	Reimbursement Amount	34.00
22-MAR-2016 - 22-MAR-2016		GBP
Cost Center		
Purpose		
Approver		
Original Receipts Status		Not Required
Report Submit Date		31-MAR-2016

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
22-Mar-2016	22-Mar-2016	Motor Mileage Allowance - £0.45 per mile	Attending meetings at Atlantic Quay and Optima. Travel from home to Optima (lesser claimed EH54 6GA to G2 8DU and return).	68(Miles)	0.45		30.60		
22-Mar-2016	22-Mar-2016	Passenger Supplement - £0.05 per mile	Attending meetings at Atlantic Quay and Optima. Travel from home to Optima (lesser claimed EH54 6GA to G2 8DU and return) accompanied	68(Miles)	0.05		3.40		
Total							34.00		

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