



Travel & Subsistence Claim

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Confirmation

Expense report number SG128749 was previously submitted for approval.

Expense Report SG128749

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**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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  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.
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**General Information**

Name	Report Submit Date	<b>23-SEP-2014</b>
	T&S Charge card claim Included	<b>No</b>
	Travel Management Company	<b>No</b>
Expense Dates	Report Total	<b>234.60 GBP</b>
<b>03-APR-2014 - 05-JUN-2014</b>	Reimbursement Amount	<b>234.60 GBP</b>
Cost Center		
Purpose		
Approver		
Original Receipts Status		<b>Required</b>





















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**Cash Expenses**

Date	Receipt Amount	Expense Type	Reason and Details for Journey	Merchant Name	Original Receipt Required	Reimbursable Amount (GBP)	Details
03-Apr-2014	6.80 GBP	Public Transport Rail (Standard Class) - Receipted	Attending Secondary Learning Event re SPBT In Denholm House	Scotrail	<input checked="" type="checkbox"/>	6.80	
15-Apr-2014	5.50 GBP	Public Transport Rail (Standard Class) - Receipted	Meeting at Saughton House for BRIEFING FOR BAND C INTERVIEW PANELLISTS	Scotrail	<input checked="" type="checkbox"/>	5.50	
15-Apr-2014	8.10 GBP	Public Transport Taxi Travel - Receipted	Meeting at Saughton House for BRIEFING FOR BAND C INTERVIEW PANELLISTS taxi from Saughton House to Edinburgh park	City Cabs	<input checked="" type="checkbox"/>	8.10	

		Station							
							<b>Total</b>	<b>20.40</b>	

**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 - £0.45 per mile	End of year review meeting return journey	44(Miles)	0.45		19.80		
16-Apr-2014	16-Apr-2014	Motor Mileage Allowance - £0.45 per mile	AD meetings in Denholm House return journey	44(Miles)	0.45		19.80		
22-Apr-2014	22-Apr-2014	Motor Mileage Allowance - £0.45 per mile	Area lead Officer meeting in Denholm House return journey	44(Miles)	0.45		19.80		
25-Apr-2014	25-Apr-2014	Motor Mileage Allowance - £0.45 per mile	Schools Consultation meeting in Denholm House return journey	44(Miles)	0.45		19.80		
30-Apr-2014	30-Apr-2014	Motor Mileage Allowance - £0.45 per mile	Meeting in Victoria Quay FW: Education Scotland/ CRW/EY return journey	80(Miles)	0.45		36.00		
15-May-2014	15-May-2014	Motor Mileage Allowance - £0.45 per mile	meeting with strategic director in Denholm House return journey	44(Miles)	0.45		19.80		
09-May-2014	09-May-2014	Motor Mileage Allowance - £0.45 per mile	Assitant Director meeting in Denholm House return journey	44(Miles)	0.45		19.80		
21-May-2014	21-May-2014	Motor Mileage Allowance - £0.45 per mile	Area lead Officer meeting in Denholm House return journey	44(Miles)	0.45		19.80		
22-May-2014	22-May-2014	Motor Mileage Allowance - £0.45 per mile	Strategic Impact Board meeting in Denholm House return journey	44(Miles)	0.45		19.80		
05-Jun-2014	05-Jun-2014	Motor Mileage Allowance - £0.45 per mile	Area lead Officer meeting in Denholm House return journey	44(Miles)	0.45		19.80		
<b>Total</b>							<b>214.20</b>		

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Confirmation

Expense report number SG132152 was previously submitted for approval.

Expense Report SG132152

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**Submission Instructions**

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**General Information**

Name	Report Submit Date	26-SEP-2014
	T&S Charge card claim included	No
	Travel Management Company	No
Expense Dates	Report Total	628.30 GBP
18-JUN-2014 - 19-SEP-2014	Reimbursement Amount	628.30 GBP
Cost Center		
Purpose		
Approver		

Original Receipts Status **Required**

**Expense Lines** Weekly Summary Approval Notes [1]   
 **business expenses**

**Cash Expenses**













Date	Receipt Amount	Expense Type	Reason and Details for Journey	Merchant Name	Original Receipt Required	Reimbursable Amount (GBP)	Details
24-Jun-2014	11.15 GBP	Meals Allowance - Elsewhere - Dinner - Receipted £18.60	Directorate A Day Carnegie Conference Centre evening meal	Holiday Inn Express	✓	11.15	
02-Jul-2014	2.98 GBP	Day Subsistence Over 5 Hours - Receipted £4.90 ceiling	Records Management meeting endeavour house, dundee	Dobbles Garden Centre	✓	2.98	
18-Aug-2014	2.45 GBP	Day Subsistence Over 10 Hours - Receipted £10.70 ceiling	Meeting with Shetland Islands Council refreshments	Costa Coffee	✓	2.45	
18-Aug-2014	1.79 GBP	Day Subsistence	Meeting with Shetland	WH Smith		1.79	

		Over 10 Hours - Receipted £10.70 ceiling	Islands Council refreshments		✓			
03-Jul-2014	5.50 GBP	Public Transport Rail (Standard Class) - Receipted	Accounts Commission meeting with strategic scrutiny bodies train from Livingston to Edinburgh return	Scotrail	✓		5.50	
18-Aug-2014	22.50 GBP	Car Parking - Receipted	Meeting with Shetland Islands Council car parking at airport	Airport Parking	✓		22.50	
28-Aug-2014	8.30 GBP	Public Transport Rail (Standard Class) - Receipted	Accounts Commission meeting train from Livingston to Edinburgh return	Scotrail	✓		8.30	
04-Sep-2014	5.80 GBP	Public Transport Rail (Standard Class) - Receipted	GIRFEC meeting at Victoria Quay train travel single from to Edinburgh Waverley	Scotrail	✓		5.80	
04-Sep-2014	9.55 GBP	Public Transport Taxi Travel - Receipted	GIRFEC meeting at Victoria Quay taxi from Edinburgh Waverley to Victoria Quay	City Cabs	✓		9.55	
09-Sep-2014	5.35 GBP	Meals Allowance - Elsewhere - Receipted £23,50	Meeting with Orkney Islands Council refreshments and food	Costa Coffee	✓		5.35	
10-Sep-2014	10.00 GBP	Public Transport Taxi Travel - Receipted	Meeting with Orkney Islands Council travel from Lynnfield Hotel to Kirkwall Airport	Craigies taxis	✓		10.00	
10-Sep-2014	25.00 GBP	Car Parking - Receipted	Meeting with Orkney Islands Council Parking at Edinburgh Airport 9th - 10th September	NCP Scotpark	✓		25.00	
11-Sep-2014	6.53 GBP	Meals Allowance - Elsewhere - Receipted £23,50	Meeting with ALOs in Dundee. Cost for dinner	KFC	✓		6.53	
11-Sep-2014	2.90 GBP	Meals Allowance - Elsewhere - Receipted £23,50	Meeting with ALOs in Dundee. Cost for dinner	Holiday Inn Express	✓		2.90	
<b>Total</b>							<b>119.80</b>	

#### Mileage Expenses

Start Date	End Date	Expense Type	Justification	Trip Distance	Mileage Rate	Original Receipt Required	Reimbursable Amount (GBP)	Details	Attachments
18-Jun-2014	18-Jun-2014	Motor Mileage Allowance - £0.45 per mile	Travel from Optima to Denholm to met Strategic Director before going to parliament	33(Miles)	0.45		14.85		
18-Jun-2014	18-Jun-2014	Motor Mileage Allowance - £0.45 per mile	Travel from Denholm to home after meeting at parliament	22(Miles)	0.45		9.90		
02-Jul-2014	02-Jul-2014	Motor Mileage Allowance - £0.45 per mile	Records Management meeting Endeavour House Dundee return journey from home	89(Miles)	0.45		40.05		
06-Aug-2014	06-Aug-2014	Motor Mileage Allowance - £0.45 per mile	Meeting with Strategic Director home to Denholm House return	44(Miles)	0.45		19.80		
07-Aug-2014	07-Aug-2014	Motor Mileage Allowance - £0.45	New ADS meeting home to Denholm House return	44(Miles)	0.45		19.80		

08-Aug-2014	08-Aug-2014	per mile Motor Mileage Allowance - £0.45 per mile	Leadership Development meeting home to Denholm House return	44(Miles)	0.45	19.80		
12-Aug-2014	12-Aug-2014	Motor Mileage Allowance - £0.45 per mile	Various local authorities meetings home to Denholm House return	44(Miles)	0.45	19.80		
18-Aug-2014	18-Aug-2014	Motor Mileage Allowance - £0.45 per mile	Meeting with Shetland Islands Council travel from home to airport and return	62(Miles)	0.45	27.90		
03-Jul-2014	03-Jul-2014	Motor Mileage Allowance - £0.45 per mile	Accounts Commission meeting with strategic scrutiny bodies in Edinburgh home to Denholm House return then train to Edinburgh	44(Miles)	0.45	19.80		
22-Aug-2014	22-Aug-2014	Motor Mileage Allowance - £0.45 per mile	Leadership Forum and Lunch home to Denholm House return	44(Miles)	0.45	19.80		
25-Aug-2014	25-Aug-2014	Motor Mileage Allowance - £0.45 per mile	Schools Consultation catch up home to Denholm House return	44(Miles)	0.45	19.80		
28-Aug-2014	28-Aug-2014	Motor Mileage Allowance - £0.45 per mile	Accounts Commission meeting home to Denholm House return then train to Edinburgh	44(Miles)	0.45	19.80		
29-Aug-2014	29-Aug-2014	Motor Mileage Allowance - £0.45 per mile	ADES Seminar on school closures at Strling Management Centre home to management centre and return	72(Miles)	0.45	32.40		
01-Sep-2014	01-Sep-2014	Motor Mileage Allowance - £0.45 per mile	Meeting with Strategic Director home to Denholm House return	44(Miles)	0.45	19.80		
02-Sep-2014	02-Sep-2014	Motor Mileage Allowance - £0.45 per mile	Sg Raising Attainment For All Regional Event Inchyra Grange Hotel home to Inchyra Grange and return	64(Miles)	0.45	28.80		
09-Sep-2014	09-Sep-2014	Motor Mileage Allowance - £0.45 per mile	Meeting with Orkney Islands Council travel from home to airport	31(Miles)	0.45	13.95		

10-Sep-2014	10-Sep-2014	Motor Mileage Allowance - £0.45 per mile	Meeting with Orkney Islands Council travel from airport to home	31(Miles)	0.45		13.95		
11-Sep-2014	11-Sep-2014	Motor Mileage Allowance - £0.45 per mile	Meetings with ALOs Endeavour House Dundee journey from home to Dundee	44(Miles)	0.45		19.80		
12-Sep-2014	12-Sep-2014	Motor Mileage Allowance - £0.45 per mile	Meetings with ALOs Endeavour House Dundee journey from Dundee to home	44(Miles)	0.45		19.80		
15-Sep-2014	15-Sep-2014	Motor Mileage Allowance - £0.45 per mile	Meeting with Stirling / Clacks Council home to Kilncraigs , greenside St, Alloa FK10 1EB and return	71(Miles)	0.45		31.95		
17-Sep-2014	17-Sep-2014	Motor Mileage Allowance - £0.45 per mile	Meetign with Dumfries and Galloway Council home to Council offices and return	127(Miles)	0.45		57.15		
19-Sep-2014	19-Sep-2014	Motor Mileage Allowance - £0.45 per mile	DSYW Programme Review Board and ALO meeting home to Denholm House return	44(Miles)	0.45		19.80		
<b>Total</b>							<b>508.50</b>		

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**Confirmation**

Expense report number SG146997 was previously submitted for approval.

**Expense Report SG146997**

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**General Information**

Name	Report Submit Date	<b>16-DEC-2014</b>
	T&S Charge card claim included	<b>No</b>
	Travel Management Company	<b>No</b>
Expense Dates	Report Total	<b>687.13 GBP</b>
<b>22-SEP-2014 - 09-DEC-2014</b>	Reimbursement Amount	<b>687.13 GBP</b>
Cost Center		
Purpose		
Approver		
Original Receipts Status		<b>Required</b>

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**Cash Expenses**

Date	Receipt Amount	Expense Type	Reason and Details for Journey	Merchant Name	Original Receipt Required	Reimbursable Amount (GBP)	Details
24-Sep-2014	1.95 GBP	Day Subsistence Over 5 Hours - Receipted £4.90 ceiling	Attendance at SLF at the SECC cost for lunch receipted	Levy	<input checked="" type="checkbox"/>	1.95	
15-Oct-2014	2.70 GBP	Car Parking - Receipted	Car parking fee. Meeting re ADES	Smart parking	<input checked="" type="checkbox"/>	2.70	
15-Oct-2014	4.40 GBP	Day Subsistence Over 5 Hours - Receipted £4.90 ceiling	Lunch costs Meeting re ADES	Sainsburys	<input checked="" type="checkbox"/>	4.40	
30-Oct-2014	7.00 GBP	Car Parking - Receipted	Car Parking costs for attending ALO meeting In Dundee	Greenmarket MSCP	<input checked="" type="checkbox"/>	7.00	

03-Nov-2014	3.90 GBP	Car Parking - Receipted	Car Parking costs for carrying out mid year revflew meeting in Dundee	Greenmarket MSCP	✓	3.90	
04-Nov-2014	5.80 GBP	Public Transport Taxi Travel - Receipted	Taxi from Livingston South train station to Denholm Assitant Director meeting with Ex Team	Cab direct	✓	5.80	
04-Nov-2014	4.90 GBP	Meals Allowance Elsewhere - Receipted £23.50	Meetings in Denholm House and the Parliament cost of lunch	Wedgwood Rest.	✓	4.90	
04-Nov-2014	18.60 GBP	Meals Allowance Elsewhere - Receipted £23.50	Attending meetings in Parliament anfd with SG and ADES	Malmalson	✓	18.60	
04-Nov-2014	4.60 GBP	Personal Incidental Expenses - Receipted £5.00 ceiling	Attending meetings in Parliament anfd with SG and ADESTRay and service ccharge for room service	Malmalson	✓	4.60	
05-Nov-2014	4.90 GBP	Meals Allowance Elsewhere - Receipted £23.50	Attending meetings in Parliament anfd with SG and ADES cost of lunch	Malmalson	✓	4.90	
05-Nov-2014	8.35 GBP	Public Transport Taxi Travel - Receipted	Attending meetings at St Andrews House with SG and ADES cost of taxi travel from Malmalson to St Andrew's House	Persevere	✓	8.35	
05-Nov-2014	7.00 GBP	Public Transport Taxi Travel - Receipted	Carrying out Mid year reviews in Johnstone House, Aberdeen cost of taxi travel from Aberdeen Station to the Mariner Hotel Aberdeen	Airport Taxes	✓	7.00	
05-Nov-2014	15.00 GBP	Meals Allowance Elsewhere - Receipted £23.50	Carrylong out Mid Year reviews in Johnstone House, Aberdeen. Evening meal in Mariner Hotel	Mariner Hotel	✓	15.00	
06-Nov-2014	5.40 GBP	Public Transport Taxi Travel - Receipted	Carrylong out Mid Year reviews in Johnstone House, Aberdeen. Taxi from Mariner Hotel to Johnstone House	Rainbow City	✓	5.40	
06-Nov-2014	7.00 GBP	Public Transport Taxi Travel - Receipted	Carrylong out Mid Year reviews in Johnstone House, Aberdeen. Taxi from Johnstone House to train station	Licensed Taxi	✓	7.00	
06-Nov-2014	2.99 GBP	Meals Allowance Elsewhere - Receipted £23.50	Carrylong out Mid Year reviews in Johnstone House, Aberdeen. Evening meal	Pumpkin	✓	2.99	
03-Dec-2014	6.09 GBP	Day Subsistence Over 10 Hours - Receipted £10.70 ceiling	Carrying out mid year reviews in Endeavour House, Dundee attending meetinsg with Audit Scotnad in Edinburgh cost of refreshmenst and lunch	Scotrail/ WH Smith	✓	6.09	
08-Dec-2014	4.15 GBP	Day Subsistence Over 5 Hours - Receipted £4.90 ceiling	meeting . . . and GIRFEC meeting Victoria Quay Home . . . to VQ ( EH6 6QQ) and return cost of lunch	Victoria Quay	✓	4.15	
09-Dec-2014	5.50 GBP	Public Transport Rail (Standard Class) - Receipted	Travelling from Livingston to Edinburgh and return to attend Audit Scotland meeting.	Scotrail	✓	5.50	
09-Dec-2014	6.15 GBP	Day Subsistence Over 10 Hours - Receipted £10.70 ceiling	Attend Audit Scotland meeting and then working in Livingston office to carry out mid year reviews - cost of lunch	Marks and Spencer	✓	6.15	
12-Nov-2014	7.70 GBP	Car Parking - Receipted	Carrying out mid year review in Endeavour House, Dundee	Dundee City Council	✓	7.70	
<b>Total</b>						<b>134.08</b>	

**Mileage Expenses**

Expense	Trip	Mileage	Original Receipt	Reimbursable
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Start Date	End Date	Type	Justification	Distance	Rate	Required	Amount (GBP)	Details	Attachments
22-Sep-2014	22-Sep-2014	Motor Mileage Allowance - £0.45 per mile	Home to Denholm House (EH546GA) and return. Meeting to discuss admin support for ALOs	44(Miles)	0.45		19.80		
26-Sep-2014	26-Sep-2014	Motor Mileage Allowance - £0.45 per mile	Home to Denholm House (EH546GA) and return. Meetings with Strategic Director	44(Miles)	0.45		19.80		
29-Sep-2014	29-Sep-2014	Motor Mileage Allowance - £0.45 per mile	Home to Denholm House (EH546GA) and return. Meetings re SIB reports	44(Miles)	0.45		19.80		
30-Sep-2014	30-Sep-2014	Motor Mileage Allowance - £0.45 per mile	Optima (G2 8DU) to Denholm House (EH54 6GA) 1-2-1 meetings in Glasgow and then 1-2-1 and SEO meetings in Denholm - one way	33(Miles)	0.45		14.85		
30-Sep-2014	30-Sep-2014	Motor Mileage Allowance - £0.45 per mile	Denholm House (EH54 6GA) to Home 1-2-1 meetings in Glasgow and then 1-2-1 and SEO meetings in Denholm - one way	22(Miles)	0.45		9.90		
08-Oct-2014	08-Oct-2014	Motor Mileage Allowance - £0.45 per mile	Home to Victoria Quay (EH6 6QQ) Schools Consultation meetings and return	81(Miles)	0.45		36.45		
14-Oct-2014	14-Oct-2014	Motor Mileage Allowance - £0.45 per mile	Home to Denholm House (EH546GA) and return. Meetings re RAFA, Dir A Management, admin review	44(Miles)	0.45		19.80		
15-Oct-2014	15-Oct-2014	Motor Mileage Allowance - £0.45 per mile	Home to Kinnoull Street, Perth (PH1 5GD) and return. Meeting re ADES	124(Miles)	0.45		55.80		
22-Oct-2014	22-Oct-2014	Motor Mileage Allowance - £0.45 per mile	Home to Denholm House (EH546GA) and return. Meetings re OECD	44(Miles)	0.45		19.80		
30-Oct-2014	30-Oct-2014	Motor Mileage Allowance - £0.45	Home to Endeavour House (DD1 4QB) and return.	159(Miles)	0.45		71.55		

		per mile	Attending ALO meeting						
31-Oct-2014	31-Oct-2014	Motor Mileage Allowance - £0.45 per mile	Home to Denholm House (EH546GA) and return. Leadership Forum and AD meeting	44(Miles)	0.45		19.80		
03-Nov-2014	03-Nov-2014	Motor Mileage Allowance - £0.45 per mile	Home to Endeavour House (DD1 4QB) and return. Carrying out Mid year reviews	159(Miles)	0.45		71.55		
15-Nov-2014	15-Nov-2014	Motor Mileage Allowance - £0.45 per mile	Presenting at leadership Conference at UWX, Ayr Carnous. Home to UWS Camou (KA80SX) and return	93(Miles)	0.45		41.85		
17-Nov-2014	17-Nov-2014	Motor Mileage Allowance - £0.45 per mile	Home to Denholm House (EH546GA) and return. Meeting in Edinburgh and CEO	44(Miles)	0.45		19.80		
18-Nov-2014	18-Nov-2014	Motor Mileage Allowance - £0.45 per mile	Educationalk Outcomes meeting Victoria Quay Home to VQ ( EH6 6QQ) and return	81(Miles)	0.45		36.45		
19-Nov-2014	19-Nov-2014	Motor Mileage Allowance - £0.45 per mile	Home to Denholm House (EH546GA) and return. DYSW review board and mid year reviews	44(Miles)	0.45		19.80		
27-Nov-2014	27-Nov-2014	Motor Mileage Allowance - £0.45 per mile	Home to Denholm House (EH546GA) and return. ALO meeting	44(Miles)	0.45		19.80		
08-Dec-2014	08-Dec-2014	Motor Mileage Allowance - £0.45 per mile	meeting and GIRFEC meeting Victoria Quay Home to VQ ( EH6 6QQ) and return	81(Miles)	0.45		36.45		
<b>Total</b>							<b>553.05</b>		

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Confirmation

Expense report number SG178825 was previously submitted for approval.

Expense Report SG178825

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Claim not selected for audit. See receipts action below

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**General Information**

Name	Report Submit Date	<b>10-JUN-2015</b>
	T&S Charge card claim included	No
	Travel Management Company	No
Expense Dates	Report Total	<b>269.00 GBP</b>
	Reimbursement Amount	<b>269.00 GBP</b>
Cost Center		
Purpose		
Approver		

Original Receipts Status **Required**

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**Cash Expenses**

Date	Receipt Amount	Expense Type	Reason and Details for Journey	Merchant Name	Original Receipt Required	Reimbursable Amount (GBP)	Details
27-Jan-2015	9.10 GBP	Public Transport Rail (Standard Class) - Receipted	to Edinburgh return Attendign meetign with SG and ADES cross country ticket	Scotrail	✓	9.10	
04-Feb-2015	16.80 GBP	Public Transport Rail (Standard Class) - Receipted	to Edinburgh and return meetign at St Andrew's House	Scotrail	✓	16.80	
26-Mar-2015	5.50 GBP	Public Transport Rail (Standard Class) - Receipted	Livingston North to Edinburgh and return Meetign at St Andrew's House	Scotrail	✓	5.50	
<b>Total</b>						<b>31.40</b>	

## Mileage Expenses


Start Date	End Date	Expense Type	Justification	Trip Distance	Mileage Rate	Original Receipt Required	Reimbursable Amount (GBP)	Details	Attachments
12-Jan-2015	12-Jan-2015	Motor Mileage Allowance - £0.45 per mile	Various Meetings In Denholm House return journey	44(Miles)	0.45		19.80		
15-Jan-2015	15-Jan-2015	Motor Mileage Allowance - £0.45 per mile	Various Meetings In Denholm House return journey	44(Miles)	0.45		19.80		
19-Jan-2015	19-Jan-2015	Motor Mileage Allowance - £0.45 per mile	Various Meetings in Denholm House return journey	44(Miles)	0.45		19.80		
23-Jan-2015	23-Jan-2015	Motor Mileage Allowance - £0.45 per mile	Various Meetings in Denholm House return journey	44(Miles)	0.45		19.80		
02-Feb-2015	02-Feb-2015	Motor Mileage Allowance - £0.45 per mile	Various Meetings In Denholm House return journey	44(Miles)	0.45		19.80		
05-Feb-2015	05-Feb-2015	Motor Mileage Allowance - £0.45 per mile	Various Meetings In Denholm House return journey	44(Miles)	0.45		19.80		
12-Feb-2015	12-Feb-2015	Motor Mileage Allowance - £0.45 per mile	Various Meetings in Denholm House return journey	44(Miles)	0.45		19.80		
26-Feb-2015	26-Feb-2015	Motor Mileage Allowance - £0.45 per mile	Various Meetings In Denholm House return journey	44(Miles)	0.45		19.80		
03-Mar-2015	03-Mar-2015	Motor Mileage Allowance - £0.45 per mile	Various Meetings in Denholm House return journey	44(Miles)	0.45		19.80		
10-Mar-2015	10-Mar-2015	Motor Mileage Allowance - £0.45 per mile	Various Meetings In Denholm House return journey	44(Miles)	0.45		19.80		
12-Mar-2015	12-Mar-2015	Motor Mileage Allowance - £0.45 per mile	Various Meetings in Denholm House return journey	44(Miles)	0.45		19.80		
26-Mar-2015	26-Mar-2015	Motor Mileage Allowance - £0.45 per mile	Various Meetings in Denholm House return journey	44(Miles)	0.45		19.80		
<b>Total</b>							<b>237.60</b>		

 **Confirmation**

Expense report number SG178825 was previously submitted for approval.

**Expense Report SG178825**

Claim not selected for audit. See receipts action below

 **TIP** Hint: Print in landscape format to include all displayed information. Use your browser Back button to exit the printable page view.

**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		Report Submit Date	<b>10- JUN- 2015</b>
		T&S Charge card claim included	<b>No</b>
		Travel Management Company	<b>No</b>
Expense Dates	<b>12-JAN- 2015 - 26- MAR- 2015</b>	Report Total	<b>269.00 GBP</b>
		Reimbursement Amount	<b>269.00 GBP</b>
Cost Center			
Purpose			
Approver			









Original Receipts Status **Required**

**Expense Lines** **Weekly Summary** **Approval Notes [1]**  
business expenses

**Cash Expenses**

Date	Receipt Amount	Expense Type	Reason and Details for Journey	Merchant Name	Original Receipt Required	Reimbursable Amount (GBP)	Details
27-Jan-2015	9.10 GBP	Public Transport Rail (Standard Class) - Receipted	to Edinburgh return Attendign meetign with SG and ADES cross country ticket	Scotrail	<input checked="" type="checkbox"/>	9.10	
04-Feb-2015	16.80 GBP	Public Transport Rail (Standard Class) - Receipted	to Edinburch and return meetign at St Andrew's House	Scotrail	<input checked="" type="checkbox"/>	16.80	
26-Mar-2015	5.50 GBP	Public Transport Rail (Standard Class) - Receipted	Livingston North to Edinburch and return Meetign at St Andrew's House	Scotrail	<input checked="" type="checkbox"/>	5.50	
<b>Total</b>						<b>31.40</b>	

### Mileage Expenses

Start Date	End Date	Expense Type	Justification	Trip Distance	Mileage Rate	Original Receipt Required	Reimbursable Amount (GBP)	Details	Attachments
12-Jan-2015	12-Jan-2015	Motor Mileage Allowance - £0.45 per mile	Varlous Meetings in Denholm House return journey	44(Miles)	0.45		19.80		
15-Jan-2015	15-Jan-2015	Motor Mileage Allowance - £0.45 per mile	Varlous Meetings in Denholm House return journey	44(Miles)	0.45		19.80		
19-Jan-2015	19-Jan-2015	Motor Mileage Allowance - £0.45 per mile	Varlous Meetings in Denholm House return journey	44(Miles)	0.45		19.80		
23-Jan-2015	23-Jan-2015	Motor Mileage Allowance - £0.45 per mile	Varlous Meetings in Denholm House return journey	44(Miles)	0.45		19.80		
02-Feb-2015	02-Feb-2015	Motor Mileage Allowance - £0.45 per mile	Varlous Meetings in Denholm House return journey	44(Miles)	0.45		19.80		
05-Feb-2015	05-Feb-2015	Motor Mileage Allowance - £0.45 per mile	Varlous Meetings in Denholm House return journey	44(Miles)	0.45		19.80		
12-Feb-2015	12-Feb-2015	Motor Mileage Allowance - £0.45 per mile	Varlous Meetings in Denholm House return journey	44(Miles)	0.45		19.80		
26-Feb-2015	26-Feb-2015	Motor Mileage Allowance - £0.45 per mile	Varlous Meetings in Denholm House return journey	44(Miles)	0.45		19.80		
03-Mar-2015	03-Mar-2015	Motor Mileage Allowance - £0.45 per mile	Varlous Meetings in Denholm House return journey	44(Miles)	0.45		19.80		
10-Mar-2015	10-Mar-2015	Motor Mileage Allowance - £0.45 per mile	Varlous Meetings in Denholm House return journey	44(Miles)	0.45		19.80		
12-Mar-2015	12-Mar-2015	Motor Mileage Allowance - £0.45 per mile	Varlous Meetings in Denholm House return journey	44(Miles)	0.45		19.80		
26-Mar-2015	26-Mar-2015	Motor Mileage Allowance - £0.45	Varlous Meetings in Denholm House return	44(Miles)	0.45		19.80		



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Confirmation

Expense report number SG196041 was previously submitted for approval.

Expense Report SG196041

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Claim not selected for audit. See receipts action below

**Submission Instructions**

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**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	Report Submit Date	<b>07-OCT-2015</b>
	T&S Charge card claim included	<b>No</b>
	Travel Management Company	<b>No</b>
Expense Dates	Report Total	<b>191.15 GBP</b>
<b>01-APR-2015 - 30-APR-2015</b>	Reimbursement Amount	<b>191.15 GBP</b>
Cost Center		
Purpose		
Approver		

Original Receipts Status **Required**

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**Cash Expenses**

Date	Receipt Amount	Expense Type	Reason and Details for Journey	Merchant Name	Original Receipt Required	Reimbursable Amount (GBP)	Details
09-Apr-2015	5.50 GBP	Public Transport Rail (Standard Class) - Receipted	Attending SAC meetings in St Andrew's House return train journey Livingston to edinburgh	Scotrail	<input checked="" type="checkbox"/>	5.50	
16-Apr-2015	5.50 GBP	Public Transport Rail (Standard Class) - Receipted	Attending SAC meetings in St Andrew's House return train journey Livingston to edinburgh	Scotrail	<input checked="" type="checkbox"/>	5.50	
21-Apr-2015	5.00 GBP	Public Transport Rail (Standard Class) - Receipted	Attending ES/SG/ADES meetings in St Andrew's House single train journey Livingston to edinburgh	Scotrail	<input checked="" type="checkbox"/>	5.00	
30-Apr-2015	5.50 GBP	Public Transport Rail (Standard Class) - Receipted	Attending SAC meetings in St Andrew's House return train journey Livingston to edinburgh	Scotrail	<input checked="" type="checkbox"/>	5.50	

(Class) - Receipted	Journey Livingston to Edinburgh								
								<b>Total</b>	<b>21.50</b>

**Mileage Expenses**

Start Date	End Date	Expense Type	Justification	Trip Distance	Mileage Rate	Original Receipt Required	Reimbursable Amount (GBP)	Details	Attachments
01-Apr-2015	01-Apr-2015	Motor Mileage Allowance - £0.45 per mile	Various AD meetings - return journey	44(Miles)	0.45		19.80		
02-Apr-2015	02-Apr-2015	Motor Mileage Allowance - £0.45 per mile	Future of Inspection Conference return journey	69(Miles)	0.45		31.05		
09-Apr-2015	09-Apr-2015	Motor Mileage Allowance - £0.45 per mile	Various AD meetings - return journey	44(Miles)	0.45		19.80		
14-Apr-2015	14-Apr-2015	Motor Mileage Allowance - £0.45 per mile	Various AD meetings - return journey	44(Miles)	0.45		19.80		
16-Apr-2015	16-Apr-2015	Motor Mileage Allowance - £0.45 per mile	Various AD meetings - return journey	44(Miles)	0.45		19.80		
20-Apr-2015	20-Apr-2015	Motor Mileage Allowance - £0.45 per mile	Pre-meet re SG/ADES meetings - return journey	44(Miles)	0.45		19.80		
21-Apr-2015	21-Apr-2015	Motor Mileage Allowance - £0.45 per mile	Working in Denholm to attend SG/ADES meeting in Edinburgh - return journey	44(Miles)	0.45		19.80		
30-Apr-2015	30-Apr-2015	Motor Mileage Allowance - £0.45 per mile	Working in Denholm to attend SAC meeting in Edinburgh - return journey	44(Miles)	0.45		19.80		
<b>Total</b>							<b>169.65</b>		

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**Confirmation**

Expense report number SG197576 was previously submitted for approval.

**Expense Report SG197576**

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Claim not selected for audit. See receipts action below

**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	Report Submit Date	<b>29-OCT-2015</b>
	T&S Charge card claim included	<b>No</b>
	Travel Management Company	<b>No</b>
Expense Dates	Report Total	<b>449.45</b>
<b>01-MAY-2015 - 26-JUN-2015</b>	Reimbursement Amount	<b>449.45</b>
Cost Center		<b>GBP</b>
Purpose		<b>GBP</b>
Approver		
Original Receipts Status		<b>Required</b>

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**Cash Expenses**

Date	Receipt Amount	Expense Type	Reason and Details for Journey	Merchant Name	Original Receipt Required	Reimbursable Amount (GBP)	Details
11-May-2015	2.00 GBP	Car Parking - Receipted	Attending meeting with Stirling Council at FK8 2HU. Parking costs	Stirling Council	<input checked="" type="checkbox"/>	2.00	
13-May-2015	9.10 GBP	Public Transport Taxi Travel - Receipted	Attending meeting at Victoria Quay for SAC. Taxi from Waverley Station to VQ	City Cabs	<input checked="" type="checkbox"/>	9.10	
14-May-2015	5.50 GBP	Public Transport Rail (Standard Class) - Receipted	Attending SAC meetings in Edinburgh Train from Livingston North to Waverley and return	Scotrail	<input checked="" type="checkbox"/>	5.50	
04-Jun-2015	7.40 GBP	Car Parking - Receipted	attending ALO meeting in Endeavour House, Dundee	Dundee City Council	<input checked="" type="checkbox"/>	7.40	

			Car parking costs					
04-Jun-2015	2.90 GBP	Day Subsistence Over 10 Hours - Receipted £10.70 ceiling	attending ALO meeting in Endeavour House, Dundee Costs for lunch	Tesco	✓		2.90	
05-Jun-2015	5.50 GBP	Public Transport Rail (Standard Class) - Receipted	Attending COSLA meeting in Edinburgh Train from Livingston North to Waverley and return	Scotrail	✓		5.50	
11-Jun-2015	4.90 GBP	Day Subsistence Over 5 Hours - Receipted £4.90 ceiling	Attending SAC meetings in St Andrew's House , Edinburgh lunch costs receipt for 6.90, claiming 4.90	Marks and Spencer	✓		4.90	
25-Jun-2015	4.90 GBP	Day Subsistence Over 5 Hours - Receipted £4.90 ceiling	Attending SAC meetings in St Andrew's House , Edinburgh lunch costs receipt for 5.70, claiming 4.90	Marks and Spencer	✓		4.90	
<b>Total</b>							<b>42.20</b>	

**Mileage Expenses**

Start Date	End Date	Expense Type	Justification	Trip Distance	Mileage Rate	Original Receipt Required	Reimbursable Amount (GBP)	Details	Attachments
01-May-2015	01-May-2015	Motor Mileage Allowance - £0.45 per mile	Home to Denholm House return to attend various meetings	47(Miles)	0.45		21.15		
06-May-2015	06-May-2015	Motor Mileage Allowance - £0.45 per mile	home to Houston House, Uphall to attend leadership event return journey	49(Miles)	0.45		22.05		
07-May-2015	07-May-2015	Motor Mileage Allowance - £0.45 per mile	Home to Denholm House return to attend SAC meetings	47(Miles)	0.45		21.15		
08-May-2015	08-May-2015	Motor Mileage Allowance - £0.45 per mile	Home to Denholm House return to attend attainment and strategic meetings	47(Miles)	0.45		21.15		
11-May-2015	11-May-2015	Motor Mileage Allowance - £0.45 per mile	Attending meetings with Stirling Council return journey	63(Miles)	0.45		28.35		
14-May-2015	14-May-2015	Motor Mileage Allowance - £0.45 per mile	Home to Denholm House return to attend SAC meetings in Edinburgh	47(Miles)	0.45		21.15		
15-May-2015	15-May-2015	Motor Mileage Allowance - £0.45 per mile	home to Houston House, Uphall to attend AD development day event return journey	49(Miles)	0.45		22.05		
19-May-2015	19-May-2015	Motor Mileage Allowance - £0.45 per mile	home to Houston House, Uphall to attend AD development day event one way journey	24(Miles)	0.45		10.80		
19-May-2015	19-May-2015	Motor	Houston House,	55(Miles)	0.45		24.75		

		Mileage Allowance - £0.45 per mile	Uphall to Travelodge Dundee Central, Dundee, DD1 1NJ one way journey						
20-May-2015	20-May-2015	Motor Mileage Allowance - £0.45 per mile	Travelodge Dundee Central, Dundee, DD1 1NJ to home one way journey following meeting in Dundee	83(Miles)	0.45		37.35		
21-May-2015	21-May-2015	Motor Mileage Allowance - £0.45 per mile	Home to Denholm House return to attend Resources Board	47(Miles)	0.45		21.15		
01-Jun-2015	01-Jun-2015	Motor Mileage Allowance - £0.45 per mile	Home to Denholm House return to attend AD development event	47(Miles)	0.45		21.15		
04-Jun-2015	04-Jun-2015	Motor Mileage Allowance - £0.45 per mile	Home to Endeavour House Dundee for ALO meeting retrun journey	159(Miles)	0.45		71.55		
05-Jun-2015	05-Jun-2015	Motor Mileage Allowance - £0.45 per mile	Home to Denholm House return to attend COSLA event in Edinburgh	47(Miles)	0.45		21.15		
12-Jun-2015	12-Jun-2015	Motor Mileage Allowance - £0.45 per mile	Home to Denholm House return to attend AD Development event in	47(Miles)	0.45		21.15		
26-Jun-2015	26-Jun-2015	Motor Mileage Allowance - £0.45 per mile	Home to West Lothian College, Almondvale Crescent, Livingston, EH54 7EP to attend leadership event and return	47(Miles)	0.45		21.15		
<b>Total</b>							<b>407.25</b>		

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Confirmation

Expense report number SG197623 was previously submitted for approval.

Expense Report SG197623

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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	Report Submit Date	<b>29-OCT-2015</b>
	T&S Charge card claim Included	<b>No</b>
	Travel Management Company	<b>No</b>
Expense Dates	Report Total	<b>380.30</b>
<b>06-JUL-2015 - 20-AUG-2015</b>	Reimbursement Amount	<b>380.30</b>
Cost Center		<b>GBP</b>
Purpose		
Approver		

Original Receipts Status **Required**

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**Cash Expenses**

Date	Receipt Amount	Expense Type	Reason and Details for Journey	Merchant Name	Original Receipt Required	Reimbursable Amount (GBP)	Details
06-Jul-2015	31.00 GBP	Public Transport Taxi Travel - Receipted	Travel from London City Airport to Days Hotel Waterloo 54 Kennington Road, Waterloo London, SE1 7BJ. Attending conference in London	London Taxi Company	<input checked="" type="checkbox"/>	31.00	
06-Jul-2015	23.50 GBP	Meals Allowance Elsewhere - Receipted £23.50	Combined cost of lunch at Café Nero Edinburgh receipted 5.35 and Evening meal. In Days Hotel at 18.45 claiming 23.50 Attending conference in London.	Days Hotel Waterloo	<input checked="" type="checkbox"/>	23.50	
07-Jul-2015	12.00 GBP	Public Transport Taxi Travel -	Travel from Days Inn Hotel, Waterloo54 Kennington Road,	Waterloo Car Hire		12.00	

		Receipted	Waterloo London, SE1 7BJ to One Drummond Gate, Victoria, London, SW1V 2QQ		✓		
07-Jul-2015	13.35 GBP	Meals Allowance - Elsewhere - Receipted £23.50	Attending events in Cardiff for SAC. Evening meal	Marston's Inn	✓	13.35	
08-Jul-2015	23.40 GBP	Public Transport Taxi Travel - Receipted	Attending events in Schools Challenge Cymru, Primary Cluster Event Wales for SAC. Travel from Premier Inn Caerphilly to Vale Hotel and Spa	Fly taxis	✓	23.40	
08-Jul-2015	15.30 GBP	Meals Allowance - Elsewhere - Receipted £23.50	Attending events in Schools Challenge Cymru, Primary Cluster Event Wales for SAC. Evening meal	Marston's Inn	✓	15.30	
09-Jul-2015	17.80 GBP	Meals Allowance - Elsewhere - Receipted £23.50	Attending events in Schools Challenge Cymru, Primary Cluster Event Wales for SAC. Evening meal	Brunel Bristol Airport	✓	17.80	
09-Jul-2015	50.00 GBP	Car Parking - Receipted	Attending events conference in London and Schools Challenge Cymru, Primary Cluster Event Wales for SAC. Car parking fee	Premier Air Parking	✓	50.00	
29-Jul-2015	5.50 GBP	Public Transport Rail (Standard Class) - Receipted	Train from Livingston North to Waverley return journey. attending meeting with Audit Scotland in Edinburgh	Scotrail	✓	5.50	
31-Jul-2015	4.85 GBP	Day Subsistence Over 5 Hours - Receipted £4.90 ceiling	Attending meeting in Endeavour House Dundee cost of lunch	Marks and Spencer	✓	4.85	
13-Aug-2015	18.70 GBP	Public Transport Taxi Travel - Receipted	Taxi from Waverley to Victoria Quay to attend SAC meeting and return £9.35 each way total 18.70 two receipts	Central Taxis	✓	18.70	
20-Aug-2015	11.00 GBP	Car Parking - Receipted	Car Parking for attending All staff conference at Hilton Glasgow Hotel, 1 William Street, Glasgow, G3 8HT	Hilton Glasgow	✓	11.00	
<b>Total</b>						<b>226.40</b>	

#### Mileage Expenses

Start Date	End Date	Expense Type	Justification	Trip Distance	Mileage Rate	Original Receipt Required	Reimbursable Amount (GBP)	Details	Attachments
06-Jul-2015	06-Jul-2015	Motor Mileage Allowance - £0.45 per mile	Travel from home to Edinburgh Airport car park. Attending conference in London and then visit to Cardiff	30(Miles)	0.45		13.50		
09-Jul-2015	09-Jul-2015	Motor Mileage Allowance - £0.45 per mile	Travel from Edinburgh Airport car park to home. Returning from Attending conference in London and then visit to Cardiff	30(Miles)	0.45		13.50		
29-Jul-2015	29-Jul-2015	Motor Mileage Allowance - £0.45 per mile	Travel from home to Denholm House to attending meetings in Edinburgh and Livingston return journey	47(Miles)	0.45		21.15		

07-Aug-2015	07-Aug-2015	Motor Mileage Allowance - £0.45 per mile	Travel from home to Denholm House to return journey. Attending attainment meeting and local authorities meeting	47(Miles)	0.45		21.15			
11-Aug-2015	11-Aug-2015	Motor Mileage Allowance - £0.45 per mile	Travel from home to Denholm House to return journey. Attending attainment meeting and monthly conversation	47(Miles)	0.45		21.15			
14-Aug-2015	14-Aug-2015	Motor Mileage Allowance - £0.45 per mile	Travel from Optima to Beacon Arts Centre, Custom House Quay, Greenock, PA15 1EQ and return for Inverclyde SAC launch event	47(Miles)	0.45		21.15			
18-Aug-2015	18-Aug-2015	Motor Mileage Allowance - £0.45 per mile	Travel from home to Denholm House to return journey. Attending management meeting	47(Miles)	0.45		21.15			
19-Aug-2015	19-Aug-2015	Motor Mileage Allowance - £0.45 per mile	Travel from home to Denholm House to return journey. Attending ALO meeting	47(Miles)	0.45		21.15			
<b>Total</b>								<b>153.90</b>		

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Confirmation

Expense report number SG197635 was previously submitted for approval.

Expense Report SG197635

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

**General Information**

Name	Report Submit Date	<b>29- OCT- 2015</b>
	T&S Charge card claim Included	<b>No</b>
	Travel Management Company	<b>No</b>
Expense Dates	Report Total	<b>217.20</b>
<b>08-SEP- 2015 - 01- OCT-2015</b>	Reimbursement Amount	<b>217.20</b>
Cost Center		<b>GBP</b>
Purpose		<b>GBP</b>
Approver		
Original Receipts Status	<b>Not</b>	<b>Required</b>

**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
08-Sep-2015	08-Sep-2015	Motor Mileage Allowance - £0.45 per mile	Home to Barbour Room, West Lothian College, Almondvale Crescent, Livingston, EH54 7EP and return to attend Leadership event	47(Miles)	0.45		21.15		

09-Sep-2015	09-Sep-2015	Motor Mileage Allowance - £0.45 per mile	Home to Denholm House and return to attend SAC meetings	47(Miles)	0.45		21.15	⊗	⊕
14-Sep-2015	14-Sep-2015	Motor Mileage Allowance - £0.45 per mile	Home to Denholm House and return to attend authorities handover meetings	47(Miles)	0.45		21.15	⊗	⊕
15-Sep-2015	15-Sep-2015	Motor Mileage Allowance - £0.45 per mile	Home to Denholm House one way to attend AD development meetings	23(Miles)	0.45		10.35	⊗	⊕
29-Sep-2015	29-Sep-2015	Motor Mileage Allowance - £0.45 per mile	Home to 30 Edinburgh Rd, Dumfries DG1 1NW and return to attend SAC with Dumfries and Galloway Council.	126(Miles)	0.45		56.70	⊗	⊕
15-Sep-2015	15-Sep-2015	Motor Mileage Allowance - £0.45 per mile	Denholm House to Victoria Quay one way to attend SAC meetings	20(Miles)	0.45		9.00	⊗	⊕
15-Sep-2015	15-Sep-2015	Motor Mileage Allowance - £0.45 per mile	Victoria Quay to Rothesay House , Rothesay Place, Glenrothes, KY7 5PQ one way to attend SAC meetings	33(Miles)	0.45		14.85	⊗	⊕
15-Sep-2015	15-Sep-2015	Motor Mileage Allowance - £0.45 per mile	Rothesay House , Rothesay Place, Glenrothes, KY7 5PQ to home one way returning from attending SAC meetings	60(Miles)	0.45		27.00	⊗	⊕
15-Sep-2015	15-Sep-2015	Passenger Supplement - £0.05 per mile	Victoria Quay to Rothesay House , Rothesay Place, Glenrothes, KY7 5PQ one way to attend SAC meetings providing SG colleague with transport	33(Miles)	0.05		1.65	⊗	⊕
30-Sep-2015	30-Sep-2015	Motor Mileage Allowance - £0.45 per mile	Home to Edinburgh Capital Hotel, EH12 6UG one way to attend leadership event in Edinburgh	38(Miles)	0.45		17.10	⊗	⊕
01-Oct-2015	01-Oct-2015	Motor Mileage Allowance - £0.45 per	Edinburgh Capital Hotel, EH12 6UG to home one way	38(Miles)	0.45		17.10		






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 Confirmation

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**Expense Report SG215019**[Return](#)[Create New Expense Report](#)[Printable Page](#)

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

**General Information**

Name	Report Submit Date	<b>29-MAR-2016</b>
	T&S Charge card claim included	<b>No</b>
	Travel Management Company	<b>No</b>
Expense Dates	Report Total	<b>301.75 GBP</b>
<b>05-OCT-2015 - 07-NOV-2015</b>	Reimbursement Amount	<b>301.75 GBP</b>
Cost Center		
Purpose		
Approver		

Original Receipts Status **Required**
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**Cash Expenses**

Date	Receipt Amount	Expense Type	Reason and Details for Journey	Merchant Name	Original Receipt Required	Reimbursable Amount (GBP)	Details
06-Oct-2015	2.20 GBP	Car Parking - Receipted	Attending Dundee City Council, Dundee House, 50 North Lindsay Street, Dundee DD1 1NL. SAC Quarterly meeting	Dundee City Council	<input checked="" type="checkbox"/>	2.20	
06-Nov-2015	5.40 GBP	Public Transport Taxi Travel - Receipted	Taxi from Inverness station to Maple Court Hotel Highland Parent Council Conference	Inverness Taxis	<input checked="" type="checkbox"/>	5.40	
06-Nov-2015	3.20 GBP	Meals Allowance - Elsewhere - Dinner - Receipted £18.60	Evening meal Maple Court Hotel Highland Parent Council Conference. Claiming of 3.20 of receipt	Maple Court Hotel	<input checked="" type="checkbox"/>	3.20	

07-Nov-2015	3.40 GBP	Meals Allowance - Elsewhere - Lunch - Receipted £4.90	Lunch on train returning Highland Parent Council Conference Inverness	Scotrail	✓	3.40	
07-Nov-2015	4.00 GBP	Public Transport Taxi Travel - Receipted	Taxi from Queen Street Station to Central Station with luggage and laptop to enable to catch train shared with colleague returning from Highland Parent Council Conference	London Taxi Company	✓	4.00	
07-Nov-2015	7.70 GBP	Public Transport Taxi Travel - Receipted	Taxi from Maple Court Hotel to Charleston Academy attending HGIOS Conference	City Taxis Inverness	✓	7.70	
<b>Total</b>						<b>25.90</b>	

**Mileage Expenses**

Start Date	End Date	Expense Type	Justification	Trip Distance	Mileage Rate	Original Receipt Required	Reimbursable Amount (GBP)	Details	Attachments
05-Oct-2015	05-Oct-2015	Motor Mileage Allowance - £0.45 per mile	Home to Denholm House EH54 6GA and return. Various meetings including strategic hub	47(Miles)	0.45		21.15		
06-Oct-2015	06-Oct-2015	Motor Mileage Allowance - £0.45 per mile	Home to Dundee City Council, Dundee House, 50 North Lindsay Street, Dundee DD1 1NL SAC Quarterly meeting	82(Miles)	0.45		36.90		
06-Oct-2015	06-Oct-2015	Motor Mileage Allowance - £0.45 per mile	Dundee City Council, Dundee House, 50 North Lindsay Street, Dundee DD1 1NL to The Optima Glasgow, Glasgow City G2 8DU, SAC Quarterly meeting	80(Miles)	0.45		36.00		
08-Oct-2015	08-Oct-2015	Motor Mileage Allowance - £0.45 per mile	Home to Livingston North Station EH54 7EE and return. Attending Scottish Attainment Challenge Advisory Group Meeting in Edinburgh	45(Miles)	0.45		20.25		
12-Oct-2015	12-Oct-2015	Motor Mileage Allowance - £0.45 per mile	Home to Denholm House EH54 6GA and return. Various meetings including SIB pre meet	47(Miles)	0.45		21.15		
21-Oct-2015	21-Oct-2015	Motor Mileage Allowance - £0.45 per mile	The Optima G2 8DU to Irvine Cunninghame House KA12 3EE and return meeting with Attainment Advisor in North Ayrshire	62(Miles)	0.45		27.90		
22-Oct-2015	22-Oct-2015	Motor	Home to	47(Miles)	0.45		21.15		

		Mileage Allowance - £0.45 per mile	Denholm House EH54 6GA and return. Various meetings including Attainment Advisor meeting									
25-Oct-2015	25-Oct-2015	Motor Mileage Allowance - £0.45 per mile	Home to St Ambrose High School, 65 Townhead Road, Coatbridge, ML5 2HT	8(Miles)	0.45			3.60				
			Scottish Attainment Challenge - Quarterly Meeting									
25-Oct-2015	25-Oct-2015	Motor Mileage Allowance - £0.45 per mile	St Ambrose High School, 65 Townhead Road, Coatbridge, ML5 2HT to West Dunbartonshire Council, Garshake Road, Dumbarton, G82 3PU	30(Miles)	0.45			13.50				
			Scottish Attainment Challenge - Quarterly Meeting									
25-Oct-2015	25-Oct-2015	Motor Mileage Allowance - £0.45 per mile	West Dunbartonshire Council, Garshake Road, Dumbarton, G82 3PU to home return from Scottish Attainment Challenge - Quarterly Meeting	32(Miles)	0.45			14.40				
03-Nov-2015	03-Nov-2015	Motor Mileage Allowance - £0.45 per mile	Home to Denholm House EH54 6GA and return. Various meetings including leadership forum	47(Miles)	0.45			21.15				
05-Nov-2015	05-Nov-2015	Motor Mileage Allowance - £0.45 per mile	Home to Denholm House EH54 6GA . and return Mid year review	47(Miles)	0.45			21.15				
05-Nov-2015	05-Nov-2015	Motor Mileage Allowance - £0.45 per mile	Denholm House EH54 6GA to Victoria Quay EH6 6QQ and return . SAC meeting	39(Miles)	0.45			17.55				
<b>Total</b>									<b>275.85</b>			

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Confirmation

Expense report number SG215036 was previously submitted for approval.

Expense Report SG215036

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**General Information**

Name	Report Submit Date	<b>22-MAR-2016</b>
	T&S Charge card claim Included	<b>No</b>
	Travel Management Company	<b>No</b>
Expense Dates	Report Total	<b>339.56 GBP</b>
<b>09-NOV-2015 - 28-NOV-2015</b>	Reimbursement Amount	<b>339.56 GBP</b>
Cost Center		
Purpose		
Approver		
Original Receipts Status		<b>Required</b>















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**Cash Expenses**

Date	Receipt Amount	Expense Type	Reason and Details for Journey	Merchant Name	Original Receipt Required	Reimbursable Amount (GBP)	Details
09-Nov-2015	2.00 GBP	Car Parking - Receipted	Attending Stirling Council, Municipal Buildings, 8 -10 Corn Exchange Road, Stirling FK8 2HU to home . Scottish Attainment Challenge - Quarterly Progress Meeting	Stirling Council	<input checked="" type="checkbox"/>	2.00	
11-Nov-2015	8.00 GBP	Car Parking - Receipted	Attending Attainment Programme: RAFA at SECC	City Parking	<input checked="" type="checkbox"/>	8.00	
12-Nov-2015	23.50 GBP	Meals Allowance - Elsewhere - Receipted	presenting at HGIOS 4 event in Inverness combined cost of lunch and dinner ( 4.45 + 3.18 + 17.00) claiming for £23.50	Mand S , Mercure	<input checked="" type="checkbox"/>	23.50	

		£23.50						
12-Nov-2015	3.80 GBP	Public Transport - Taxi Travel - Receipted	presenting at HGIOS 4 event in Taxi from Inverness station to Mecure Hotel	Inverness Taxis	✓		3.80	
12-Nov-2015	5.00 GBP	Personal Incidental Expenses - Receipted £5.00 ceiling	presenting at HGIOS 4 event tray charge for evening meal	Mecure Hotel	✓		5.00	
13-Nov-2015	5.40 GBP	Public Transport Taxi Travel - Receipted	presenting at HGIOS 4 event In Taxi from Mecure Hotel to Millburn Academy	Inverness Taxis	✓		5.40	
13-Nov-2015	1.95 GBP	Day Subsistence Over 10 Hours - Receipted £10.70 ceiling	presenting at HGIOS 4 event in Inverness Food and beverages 1.95	Caterleisure servlc es	✓		1.95	
13-Nov-2015	40.00 GBP	Public Transport Taxi Travel - Receipted	presenting at HGIOS 4 event in Taxi Queen Street Statlon to home took taxi as feeling unwell on train ( please note receipted dated as 12/11/15 error by taxi driver	GlasgowTaxis	✓		40.00	
16-Nov-2015	3.10 GBP	Day Subsistence Over 5 Hours - Receipted £4.90 ceiling	Meetings In Victoria Quay for National Improvement Framework. cost for lunch	Scottrall	✓		3.10	
18-Nov-2015	15.00 GBP	Meals Allowance - Elsewhere - Dinner - Receipted £18.60	Business meeting with Welsh Attainment Advisors cost of evening meal	Radisson Blu	✓		15.00	
20-Nov-2015	4.27 GBP	Day Subsistence Over 5 Hours - Receipted £4.90 ceiling	Cost of food and beverage attending meetings In Livingston and Victoria Quay	Sodexo	✓		4.27	
27-Nov-2015	23.04 GBP	Meals Allowance - London - Receipted £24.10	Good practice visit: raising attainment and closing the gap John Ball Primary School, Lewisham, London Cost of meals (1.99 + 5.10 + 15.95	Holiday Inn Express	✓		23.04	
27-Nov-2015	4.80 GBP	Public Transport Rail (Standard Class) - Receipted	Good practice visit: raising attainment and closing the gap John Ball Primary School, Lewisham, London Travel on DLR from London City Airport to Lewisham	DLR	✓		4.80	
27-Nov-2015	20.00 GBP	Public Transport Taxi Travel - Receipted	Good practice visit: raising attainment and closing the gap John Ball Primary School, Lewisham, London Travel from Blackneath to Holiday Inn Express	Blackneath car service	✓		20.00	
28-Nov-2015	10.00 GBP	Public Transport Taxi Travel - Receipted	Good practice visit: raising attainment and closing the gap John Ball Primary School, Lewisham, London Travel from Holiday Inn Express to London City Airport	Airline Cars	✓		10.00	
28-Nov-2015	32.00 GBP	Car Parking - Receipted	Good practice visit: raising attainment and closing the gap John Ball Primary School, Lewisham, London Car parking at Glasgow airport	National Car Parks	✓		32.00	
<b>Total</b>							<b>201.86</b>	

**Mileage Expenses**

Start Date	End Date	Expense Type	Justification	Trip Distance	Mileage Rate	Original Receipt Required	Reimbursable Amount (GBP)	Details	Attachments
09-Nov-2015	09-Nov-2015	Motor Mileage Allowance - £0.45 per mile	Home to Denholm House EH 54 6GA one way to attend Business Planning meeting	23(Miles)	0.45		10.35		
09-Nov-2015	09-Nov-2015	Motor Mileage Allowance - £0.45 per mile	Denholm House EH 54 6GA to Stirling Council, Municipal Buildings, 8 -10 Corn Exchange Road, Stirling FK8 2HU Scottish Attainment Challenge - Quarterly Progress Meeting	39(Miles)	0.45		17.55		
09-Nov-2015	09-Nov-2015	Motor Mileage Allowance - £0.45 per mile	Stirling Council, Municipal Buildings, 8 -10 Corn Exchange Road, Stirling FK8 2HU to home Scottish Attainment Challenge - Quarterly Progress Meeting	31(Miles)	0.45		13.95		
10-Nov-2015	10-Nov-2015	Motor Mileage Allowance - £0.45 per mile	Home to St Ambrose High School, 65 Townhead Road, Coatbridge, ML5 2HT presenting at HGIOS 4 event	8(Miles)	0.45		3.60		
10-Nov-2015	10-Nov-2015	Motor Mileage Allowance - £0.45 per mile	St Ambrose High School, 65 Townhead Road, Coatbridge, ML5 2HT to Municipal Buildings, Clyde Square, GREENOCK, PA15 1LZ Scottish Attainment Challenge - Quarterly Progress Meeting	34(Miles)	0.45		15.30		
10-Nov-2015	10-Nov-2015	Motor Mileage Allowance - £0.45 per mile	Municipal Buildings, Clyde Square, GREENOCK, PA15 1LZ return to home Scottish Attainment Challenge - Quarterly Progress Meeting	36(Miles)	0.45		16.20		
19-Nov-2015	19-Nov-2015	Motor Mileage Allowance - £0.45 per mile	Home to Westerwood Hotel 1 St Andrews Dr, Glasgow G68 0EW presenting at ADES event and return	35(Miles)	0.45		15.75		
20-Nov-2015	20-Nov-2015	Motor	Home to	45(Miles)	0.45		20.25		

		Mileage Allowance - £0.45 per mile	Livingston North Station EH54 7EE and return to attend meetings in Livingston and Victoria Quay							
24-Nov-2015	24-Nov-2015	Motor Mileage Allowance - £0.45 per mile	The Optima Glasgow G2 8DU to Denholm House Livingston EH54 6GA Scottish attainment Challenge meeting Glasgow and Business Planning Livingston one way	32(Miles)	0.45		14.40			
24-Nov-2015	24-Nov-2015	Motor Mileage Allowance - £0.45 per mile	Denholm House Livingston EH54 6GA to home " returning from and Business Planning meeting	23(Miles)	0.45		10.35			
<b>Total</b>								<b>137.70</b>		

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Confirmation

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Expense Report SG215067

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**General Information**

Name	Report Submit Date	<b>22-MAR-2016</b>
	T&S Charge card claim included	<b>No</b>
	Travel Management Company	<b>No</b>
Expense Dates	Report Total	<b>206.99 GBP</b>
<b>08-DEC-2015 - 18-DEC-2015</b>	Reimbursement Amount	<b>206.99 GBP</b>
Cost Center		
Purpose		
Approver		

Original Receipts Status **Required**

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**Cash Expenses**

Date	Receipt Amount	Expense Type	Reason and Details for Journey	Merchant Name	Original Receipt Required	Reimbursable Amount (GBP)	Details
09-Dec-2015	27.47 GBP	Foreign Travel Taxi - Receipted	Taxi from hotel to Brussels airport Fighting social inequality conference in Brussels 37.40 Euros exchange rate of 1.3611		<input checked="" type="checkbox"/>	27.47	
09-Dec-2015	5.98 GBP	Foreign Travel - Subsistence	Subsistence - Fighting social inequality conference in Brussels 8.15 Euros exchange rate of 1.3611	Brussels airport	<input checked="" type="checkbox"/>	5.98	
09-Dec-2015	17.75 GBP	Meals Allowance - Elsewhere - Dinner - Receipted	Evening Meals - returning from Fighting social inequality conference in Brussels	Hilton Edinburgh Airport	<input checked="" type="checkbox"/>	17.75	

09-Dec-2015	4.00 GBP	£18.60 Personal Incidental Expenses - Receipted £5.00 ceiling	Tray charge for room service at Hilton Edinburgh Airport, returning from Fighting social inequality conference in Brussels	Hilton Edinburgh Airport	✓	4.00	
11-Dec-2015	16.10 GBP	Public Transport Rail (Standard Class) - Receipted	Leadership Forum away day in Edinburgh return rail travel from Waverley to Edinburgh	Scotrail	✓	16.10	
15-Dec-2015	3.05 GBP	Day Subsistence Over 5 Hours - Receipted £4.90 ceiling	Lunch costs attending attainment Challenge meetings in Victoria Quay	Sodexo	✓	3.05	
16-Dec-2015	9.00 GBP	Car Parking - Receipted	Attending attainment and Improvement Conference	Marriot Hotel	✓	9.00	
08-Dec-2015	8.44 GBP	Meals Allowance - Elsewhere - Dinner - Receipted £18.60	Subsistence - Fighting social inequality conference in Brussels Evening meal 11.50 Euros exchange rate of 1.3611 - £8.44		✓	8.44	
<b>Total</b>						<b>91.79</b>	

**Mileage Expenses**

Start Date	End Date	Expense Type	Justification	Trip Distance	Mileage Rate	Original Receipt Required	Reimbursable Amount (GBP)	Details	Attachments
08-Dec-2015	08-Dec-2015	Motor Mileage Allowance - £0.45 per mile	Home to Denholm House EH54 6GA one way working in Livingston office prior to travelling to Edinburgh Airport	23(Miles)	0.45		10.35		
08-Dec-2015	08-Dec-2015	Motor Mileage Allowance - £0.45 per mile	Denholm House EH54 6GA to Hilton Edinburgh Airport EH28 8LL one way travelling to Fighting social inequality conference in Brussels	12(Miles)	0.45		5.40		
10-Dec-2015	10-Dec-2015	Motor Mileage Allowance - £0.45 per mile	Hilton Edinburgh Airport EH28 8LL to Victoria Quay EH6 6QQ for Attainment Challenge meetings	9(Miles)	0.45		4.05		
10-Dec-2015	10-Dec-2015	Motor Mileage Allowance - £0.45 per mile	Victoria Quay EH6 6QQ to home return from for Attainment Challenge meetings	39(Miles)	0.45		17.55		
13-Dec-2015	13-Dec-2015	Motor Mileage Allowance - £0.45 per mile	Home to Denholm House EH54 6GA and return for various meetings	47(Miles)	0.45		21.15		
15-Dec-2015	15-Dec-2015	Motor Mileage Allowance - £0.45 per mile	Victoria Quay EH6 6QQ to home return from for Attainment Challenge	79(Miles)	0.45		35.55		

18-Dec-2015	18-Dec-2015	Motor Mileage Allowance - £0.45 per mile	meetings Home to Denholm House EH54 6GA and return for various meetings	47(Miles)	0.45		21.15		
<b>Total</b>							<b>115.20</b>		

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**Confirmation**

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**Expense Report SG230446**

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

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**General Information**

Name	Report Submit Date	<b>29-MAR-2016</b>
	T&S Charge card claim Included	<b>No</b>
	Travel Management Company	<b>No</b>
Expense Dates	Report Total	<b>209.55 GBP</b>
<b>05-JAN-2016 - 02-FEB-2016</b>	Reimbursement Amount	<b>209.55 GBP</b>
Cost Center		
Purpose		
Approver		
Original Receipts Status		<b>Required</b>

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

**Cash Expenses**

Date	Receipt Amount	Expense Type	Reason and Details for Journey	Merchant Name	Original Receipt Required	Reimbursable Amount (GBP)	Details
24-Jan-2016	4.90 GBP	Public Transport Rail (Standard Class) - Receipted	DLR from London City Airport to Victoria attending Visible Learning Conference London	DLR	<input checked="" type="checkbox"/>	4.90	
25-Jan-2016	24.00 GBP	Public Transport Taxi Travel - Receipted	London Victoria Premier Inn to Langan's Restaurant to attend private dinner re Visible Learning Conference and return taxi 2 receipts (£12 each way)	Capital Cars	<input checked="" type="checkbox"/>	24.00	
28-Jan-2016	26.00 GBP	Car Parking - Receipted	Parking for attending for attending Visible Learning Conference, London claiming for half receipt	National car Parks	<input checked="" type="checkbox"/>	26.00	

			amount £ 26.00 as stayed on in London for 2 days						
13-Jan-2016	3.00 GBP	Car Parking - Receipted	Greenock PA15 1LZ attending Scottish Attainment Challenge Quarterly meeting with Inverclyde Council					3.00	
<b>Total</b>								<b>57.90</b>	

**Mileage Expenses**

Start Date	End Date	Expense Type	Justification	Trip Distance	Mileage Rate	Original Receipt Required	Reimbursable Amount (GBP)	Details	Attachments
05-Jan-2016	05-Jan-2016	Motor Mileage Allowance - £0.45 per mile	Home to Denholm House Livingston attending executive team meeting	23(Miles)	0.45		10.35		
05-Jan-2016	05-Jan-2016	Motor Mileage Allowance - £0.45 per mile	Denholm House EH546GA to Endeavour House DD1 4QB attending meeting	65(Miles)	0.45		29.25		
05-Jan-2016	05-Jan-2016	Motor Mileage Allowance - £0.45 per mile	Endeavour House DD1 4QB to home return from meeting	83(Miles)	0.45		37.35		
09-Jan-2016	09-Jan-2016	Motor Mileage Allowance - £0.45 per mile	Home to Crowne Plaza G3 BQT presenting at ICSEI conference Saturday travel return journey	31(Miles)	0.45		13.95		
13-Jan-2016	13-Jan-2016	Motor Mileage Allowance - £0.45 per mile	Home to Municipal Buildings, Clyde Square, Greenock PA15 1LZ attending Scottish Attainment Challenge Quarterly meeting	36(Miles)	0.45		16.20		
13-Jan-2016	13-Jan-2016	Motor Mileage Allowance - £0.45 per mile	Greenock PA15 1LZ to West Dunbartonshire Council, Garshake Road, Dumbarton, G82 3PU attending Scottish Attainment Challenge Quarterly meeting	20(Miles)	0.45		9.00		
13-Jan-2016	13-Jan-2016	Motor Mileage Allowance - £0.45 per mile	West Dunbartonshire Council, Garshake Road, Dumbarton, G82 3PU to home return from Scottish Attainment Challenge Quarterly meeting	32(Miles)	0.45		14.40		
02-Feb-2016	02-Feb-2016	Motor Mileage Allowance - £0.45 per mile	Home to Denholm House Livingston attending meetings and return	47(Miles)	0.45		21.15		
<b>Total</b>							<b>151.65</b>		



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## Confirmation

Expense report number SG230461 was previously submitted for approval.

Expense Report SG230461

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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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## General Information

Name	Report Submit Date	29-MAR-2016
	T&S Charge card claim Included	No
	Travel Management Company	No
Expense Dates	Report Total	232.20 GBP
04-FEB-2016 - 29-FEB-2016	Reimbursement Amount	232.20 GBP
Cost Center		
Purpose		
Approver		
Original Receipts Status		Required

## Expense Lines Weekly Summary Approval Notes [1] business expenses

## Cash Expenses

Date	Receipt Amount	Expense Type	Reason and Details for Journey	Merchant Name	Original Receipt Required	Reimbursable Amount (GBP)	Details
04-Feb-2016	26.90 GBP	Public Transport Rail (Standard Class) - Receipted	Attending Scottish Attainment Challenge meetings in Edinburgh	National Rail	✓	26.90	
11-Feb-2016	6.10 GBP	Day Subsistence Over 10 Hours - Receipted £10.70 ceiling	Attending Scottish Attainment Challenge meetings in St Andrew's House	Sodexo	✓	6.10	
24-Feb-2016	15.90 GBP	Meals Allowance - Elsewhere - Dinner - Receipted £18.60	Attending meetings in Livingston and Edinburgh cost of evening meal £10.50 +£2.70 +£2.70	Mecure	✓	15.90	
25-Feb-2016	5.00 GBP	Personal Incidental	Attending meetings in	Mecure		5.00	

		Expenses - Receipted £5.00 ceiling	Livingston and Edinburgh cost of tray charge						
10-Feb-2016	9.00 GBP	Car Parking - Receipted	Car parking for attending Education Focussed eventGlasgow Marriott Hotel, 500 Argyle St, Glasgow, G3 8RR	Parking eye				9.00	
25-Feb-2016	5.50 GBP	Public Transport Rail (Standard Class) - Receipted	Travel from Livingston North to Waverley station and return attending meetings in Livingston and Edinburgh	National rail				5.50	
<b>Total</b>								<b>68.40</b>	

**Mileage Expenses**

Start Date	End Date	Expense Type	Justification	Trip Distance	Mileage Rate	Original Receipt Required	Reimbursable Amount (GBP)	Details	Attachments
08-Feb-2016	08-Feb-2016	Motor Mileage Allowance - £0.45 per mile	Home to Denholm House EH54 6GA and return	47(Miles)	0.45		21.15		
12-Feb-2016	12-Feb-2016	Motor Mileage Allowance - £0.45 per mile	Home to Denholm House EH54 6GA and return	47(Miles)	0.45		21.15		
16-Feb-2016	16-Feb-2016	Motor Mileage Allowance - £0.45 per mile	Home to Denholm House EH54 6GA and return	47(Miles)	0.45		21.15		
17-Feb-2016	17-Feb-2016	Motor Mileage Allowance - £0.45 per mile	Home to Denholm House EH54 6GA and return	47(Miles)	0.45		21.15		
18-Feb-2016	18-Feb-2016	Motor Mileage Allowance - £0.45 per mile	Home to Victoria Quay EH66QQ to attending Scottish Attainment Challenge meeting	39(Miles)	0.45		17.55		
18-Feb-2016	18-Feb-2016	Motor Mileage Allowance - £0.45 per mile	Victoria Quay EH66QQ to Denholm House EH54 6GAattending Scottish Attainment Challenge meeting	21(Miles)	0.45		9.45		
18-Feb-2016	18-Feb-2016	Motor Mileage Allowance - £0.45 per mile	Denholm House EH54 6GA to Home . returning from Scottish Attainment Challenge meetings	23(Miles)	0.45		10.35		
24-Feb-2016	24-Feb-2016	Motor Mileage Allowance - £0.45 per mile	Home to Denholm House EH54 6GA attending meetings	23(Miles)	0.45		10.35		
25-Feb-2016	25-Feb-2016	Motor Mileage	Denholm House EH54 6GA to	23(Miles)	0.45		10.35		

		Allowance - £0.45 per mile	Home returning from attending meetings						
29-Feb-2016	29-Feb-2016	Motor Mileage Allowance - £0.45 per mile	Home to Denholm House EH54 6GA and return attending meetings	47(Miles)	0.45		21.15		
<b>Total</b>							<b>163.80</b>		

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Confirmation

Expense report number SG230496 was previously submitted for approval.

Expense Report SG230496

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Claim not selected for audit. See receipts action below

**Submission Instructions**

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**General Information**

Name	Report Submit Date	<b>07-SEP-2016</b>
Expense Dates	T&S Charge card claim Included	<b>No</b>
<b>04-MAR-2016 - 30-MAR-2016</b>	Travel Management Company	<b>No</b>
Cost Center	Report Total	<b>69.60 GBP</b>
Purpose	Reimbursement Amount	<b>69.60 GBP</b>
Approver		

Original Receipts Status **Required**

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**Cash Expenses**

Date	Receipt Amount	Expense Type	Reason and Details for Journey	Merchant Name	Original Receipt Required	Reimbursable Amount (GBP)	Details
16-Mar-2016	13.35 GBP	Meals Allowance - Elsewhere - Dinner - Receipted £18.60	Overnight accommodation in Holiday Inn Express, Leith claim for evening meal	Holiday Inn Express	<input checked="" type="checkbox"/>	13.35	
<b>Total</b>						<b>13.35</b>	

**Mileage Expenses**

Start Date	End Date	Expense Type	Justification	Trip Distance	Mileage Rate	Original Receipt Required	Reimbursable Amount (GBP)	Details	Attachments
04-Mar-2016	04-Mar-2016	Motor Mileage	Home to VQ EH66QQ to	78(Miles)	0.45	<input type="checkbox"/>	35.10		

		Allowance - £0.45 per mile	Optima Building G28DU and Home claiming from EH66QQ and return section of journey							
30-Mar-2016	30-Mar-2016	Motor Mileage Allowance - £0.45 per mile	Home to Denholm House EH54 6GA and return to attend meetings	47(Miles)	0.45			21.15		
<b>Total</b>								<b>56.25</b>		

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