


 **Confirmation**

Expense report number SG97625 was previously submitted for approval.

Expense Report SG97625

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

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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	04-JUL-2014
Expense Dates	T&S Charge card claim included	No
	Travel Management Company	No
Cost Center	Report Total	114.75
Purpose	Reimbursement Amount	114.75
Approver		GBP
Original Receipts Status		Not Required

Expense Lines Weekly Summary Approval Notes [8]
business expenses

Mileage Expenses

Start Date	End Date	Expense Type	Justification	Trip Distance	Mileage Rate	Original Receipt Required	Reimbursable Amount (GBP)	Details	Attachments
02-Apr-2014	02-Apr-2014	Motor Mileage Allowance - £0.45 per mile	Travelled from home to Newbattle Abbey College (EH22 3LL) for a meeting. Then from Newbattle travelled to Stirling Management Centre (FK9	92(Miles)	0.45		41.40		

			4LA) for Dir conference. Then drove home (14) lesser journey.					
04-Apr-2014	04-Apr-2014	Motor Mileage Allowance - £0.45 per mile	Office (EH546GA) to Dundee office (DD14QB). Then Dundee office to home minus work to office (14) lesser journey.	110(Miles)	0.45		49.50	 
28-Apr-2014	28-Apr-2014	Motor Mileage Allowance - £0.45 per mile	Office (EH546GA) to Scotland's Colleges (FK94TY) to attend College Development Network and travel home minus home to work miles (14)	53(Miles)	0.45		23.85	 
Total							114.75	

 **Confirmation**

Expense report number SG103112 was previously submitted for approval.

Expense Report SG103112

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

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Instruction for Claims Selected for Travel and Subsistence Team Checking

1. Take a photocopy of receipts for your own records.
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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	Report Submit Date	01-JUL-2014
Expense Dates	T&S Charge card claim included	No
12-MAY-2014 - 19-JUN-2014	Travel Management Company	No
Cost Center	Report Total	102.60 GBP
Purpose	Reimbursement Amount	102.60 GBP
Approver		
Original Receipts Status		Required





Expense Lines | **Weekly Summary** | **Approval Notes [6]**
business expenses

Cash Expenses

Date	Receipt Amount	Expense Type	Reason and Details for Journey	Merchant Name	Original Receipt Required	Reimbursable Amount (GBP)	Details
12-May-2014	22.50 GBP	Public Transport Rail (Standard Class) - Receipted	Return travel from Haymarket station to Glasgow Central station for a number of different meetings		<input checked="" type="checkbox"/>	22.50	
18-Jun-2014	22.50 GBP	Public Transport Rail (Standard Class) - Receipted	Return travel from Haymarket station to Glasgow Central station for a number of different meetings		<input checked="" type="checkbox"/>	22.50	
Total						45.00	

Mileage Expenses

Original	Reimbursable
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Start Date	End Date	Expense Type	Justification	Trip Distance	Mileage Rate	Receipt Required	Amount (GBP)	Details	Attachments
13-Jun-2014	13-Jun-2014	Motor Mileage Allowance - £0.45 per mile	Morning meetings in Denholm (EH54 6GA) and then a number of important meetings in Glasgow (G2 8DU) and Glasgow to home minus home to work (14)	62(Miles)	0.45		27.90		
19-Jun-2014	19-Jun-2014	Motor Mileage Allowance - £0.45 per mile	Livingston (EH546GA) to Glasgow (G28DU) and then travelled to Norton House (EH28 8LX) for CMG. Then travelled home to minus work to home miles (14)	66(Miles)	0.45		29.70		
Total							57.60		

Confirmation

Expense report number SG125764 was previously submitted for approval.

Expense Report SG125764

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

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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	12-SEP-2014
Expense Dates	T&S Charge card claim included	No
	Travel Management Company	No
Cost Center	Report Total	192.93 GBP
Purpose	Reimbursement Amount	192.93 GBP
Approver		
Original Receipts Status		Required

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

Cash Expenses

Date	Receipt Amount	Expense Type	Reason and Details for Journey	Merchant Name	Original Receipt Required	Reimbursable Amount (GBP)	Details
19-Jun-2014	4.00 GBP	Car Parking - Receipted	Attending CLD - Strategic Impact Board in Optima		<input checked="" type="checkbox"/>	4.00	
02-Jul-2014	12.10 GBP	Car Parking - Receipted	Attending the Collaborative Leadership meeting in Edinburgh.		<input checked="" type="checkbox"/>	12.10	
03-Jul-2014	24.10 GBP	Meals Allowance - London - Receipted £24.10	Lunch and Dinner in London whilst attending meetings with Ofsted and British Council.		<input checked="" type="checkbox"/>	24.10	
04-Jul-2014	8.90 GBP	Public Transport Tube - Receipted	Underground travel in London to attend the TES School Awards		<input checked="" type="checkbox"/>	8.90	
22-Aug-2014	12.10 GBP	Car Parking - Receipted	Attending the Pioneer Programme meeting in Edinburgh		<input checked="" type="checkbox"/>	12.10	
02-Sep-2014	4.50 GBP	Car Parking -	Attending meetings in		<input checked="" type="checkbox"/>	4.50	

06-May-2014	24.61 GBP	Public Transport Taxi Travel - Receipted	Optima. Travel from Luxembourg Airport to Novotel Kirchberg to attend CIDREE conference.				24.61	
06-May-2014	7.67 GBP	Meals Allowance - Elsewhere - Receipted £23.50	Dinner at Schiphol airport prior to onward travel to Luxembourg				7.67	
Total							97.98	

Mileage Expenses

Start Date	End Date	Expense Type	Justification	Trip Distance	Mileage Rate	Original Receipt Required	Reimbursable Amount (GBP)	Details	Attachments
30-Jun-2014	30-Jun-2014	Motor Mileage Allowance - £0.45 per mile	Return travel from Home, to Optima (G28DU). 43 less usual commute i.e. 14 miles = 29 miles. Return journey Optima (G28DU) to Home = 33 miles. Attending meetings in both Optima and Denholm.	62(Miles)	0.45		27.90		
02-Jul-2014	02-Jul-2014	Motor Mileage Allowance - £0.45 per mile	Travel from Home to HMYOI Polmont (FK20AB) to attend a meeting with the Governor.	14(Miles)	0.45		6.30		
02-Jul-2014	02-Jul-2014	Motor Mileage Allowance - £0.45 per mile	Travel from HMYOI Polmont (FK20AB) to SCVO (EH39DQ) to attend Collaborative Leadership meeting.	23(Miles)	0.45		10.35		
05-Aug-2014	05-Aug-2014	Motor Mileage Allowance - £0.45 per mile	Return travel from Livingston (EH546GA) to New College Lanarkshire (ML12TX) = 23 miles x 2 = 46 miles.	46(Miles)	0.45		20.70		
02-Sep-2014	02-Sep-2014	Motor Mileage	Return travel from	66(Miles)	0.45		29.70		

	Allowance - £0.45 per mile	Livingston (EH546GA) to Optima (G28DU) attending meetings in Optima.					
					Total	94.95	

Confirmation

Expense report number SG154915 was previously submitted for approval.

Expense Report SG154915

Claim randomly selected 100% checking. 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

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Instruction for Claims Selected for Travel and Subsistence Team Checking

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General Information

Name	Report Submit Date	10- APR- 2015
Expense Dates	T&S Charge card claim included	No
28-AUG- 2014 - 17- FEB-2015	Travel Management Company	No
Cost Center	Report Total	752.35 GBP
Purpose	Reimbursement Amount	752.35 GBP
Approver		
Original Receipts Status		Received

Expense Lines Weekly Summary Approval Notes [9]

Cash Expenses

















Date	Receipt Amount	Expense Type	Reason and Details for Journey	Merchant Name	Original Receipt Required	Reimbursable Amount (GBP)	Details
28-Aug-2014	12.35 GBP	Public Transport Taxi Travel - Receipted	Return taxi journey from Edinburgh Airport to Home following meeting with Ofsted in London.		<input checked="" type="checkbox"/>	12.35	
24-Sep-2014	22.50 GBP	Public Transport Rail (Standard Class) - Receipted	Return rail travel from Edinburgh to Glasgow to attend Scottish Learning Festival.		<input checked="" type="checkbox"/>	22.50	
25-Sep-2014	13.20 GBP	Public Transport Rail (Standard Class) - Receipted	Return rail travel from Glasgow to Edinburgh following attendance at Scottish Learning Festival. (Bought return journey on 24 Sept. unable to use the following day for return travel).		<input checked="" type="checkbox"/>	13.20	
09-Dec-2014	4.50 GBP	Car Parking - Receipted	Parking in Glasgow to attending CT4 Steering Group meeting.		<input checked="" type="checkbox"/>	4.50	
11-Dec-2014	16.60 GBP	Public Transport Rail	Off-peak return rail travel Livingston North to Glasgow return.			16.60	







		(Standard Class) - Received	Attending ATEE 2015 Annual Conference.						
18-Dec-2014	12.10 GBP	Car Parking - Received	Parking in Edinburgh to attend Pioneer Programme meeting.					12.10	
22-Jan-2015	23.10 GBP	Public Transport Rail (Standard Class) - Received	Return rail travel Edinburgh to Glasgow. Attending various meetings in Glasgow.					23.10	
29-Jan-2015	9.20 GBP	Car Parking - Received	Parking in Edinburgh to attend Workforce Scotland meeting. Unfortunately, parking meter would not provide a receipt.					9.20	
09-Feb-2015	7.00 GBP	Car Parking - Received	Parking in Dundee to attend STEC Deans meeting at University of Dundee					7.00	
Total								120.55	

Mileage Expenses

Start Date	End Date	Expense Type	Justification	Trip Distance	Mileage Rate	Original Receipt Required	Reimbursable Amount (GBP)	Details	Attachments
07-Oct-2014	07-Oct-2014	Motor Mileage Allowance - £0.45 per mile	Travel between Denholm House (EH546GA) to College Development Network(FK94TY) to attend Pioneer Collaborative Learning 32 miles x 2 = 64 miles.	64(Miles)	0.45		28.80		
05-Nov-2014	05-Nov-2014	Motor Mileage Allowance - £0.45 per mile	Travel between Denholm House (EH546GA) to Westerwood Hotel, Cumbernauld (G680EW) to accompany Minister at the Scottish Youth Work National conference. 34 miles x 2 = 68.	68(Miles)	0.45		30.60		
05-Nov-2014	05-Nov-2014	Motor Mileage Allowance - £0.45 per mile	Travel between Denholm House (EH546GA) to Beardmore Hotel & Conf. Centre, Clydebank (G814SA) to attend SPS Conference	40(Miles)	0.45		18.00		
06-Nov-2014	06-Nov-2014	Motor Mileage Allowance - £0.45 per mile	Travel between Bearnmore Hotel & Conf. Centre, Clydebank (G814SA) to Denholm House (EH546GA) following attendance at SPS conference.	40(Miles)	0.45		18.00		
11-Nov-2014	11-Nov-2014	Motor Mileage Allowance - £0.45	Travel between Denholm House (EH546GA) to College	64(Miles)	0.45		28.80		

		per mile	Development Network (FK94TY) to attend Pioneer Programme 32 miles x 2 = 64						
21-Nov-2014	21-Nov-2014	Motor Mileage Allowance - £0.45 per mile	Travel between Denholm House (EH546GA) to University of Dundee(DD14HN) to attend meetings	132(Miles)	0.45		59.40		
24-Nov-2014	24-Nov-2014	Motor Mileage Allowance - £0.45 per mile	Travel between Denholm House (EH546GA) to Dumfries Academy to attend Ministerial School visit 74 x 2 = 148	148(Miles)	0.45		66.60		
26-Nov-2014	26-Nov-2014	Motor Mileage Allowance - £0.45 per mile	Travel between Denholm House (EH546GA) to Stirling Management Centre(FK94LA) to attend Creative Conversation conference.	33(Miles)	0.45		14.85		
26-Nov-2014	26-Nov-2014	Motor Mileage Allowance - £0.45 per mile	Travel between Stirling Management Centre(FK94LA) to Optima(G28DU) to attend Directors retiral dinner .	31(Miles)	0.45		13.95		
26-Nov-2014	26-Nov-2014	Motor Mileage Allowance - £0.45 per mile	Travel between Optima(G28DU) to Denholm House (EH546GA) following attendance at Directors retiral dinner.	32(Miles)	0.45		14.40		
02-Dec-2014	02-Dec-2014	Motor Mileage Allowance - £0.45 per mile	Travel between Denholm House (EH546GA) to Optima(G28DU) to attend PSCL Steering Group. 33 x 2 = 66 miles.	66(Miles)	0.45		29.70		
04-Dec-2014	04-Dec-2014	Motor Mileage Allowance - £0.45 per mile	Travel between Denholm House (EH546GA) to Eastbank Primary, Shettleston (G320HA) to accompany Minister at launch of Scottish Education Awards.	28(Miles)	0.45		12.60		
04-Dec-2014	04-Dec-2014	Motor Mileage Allowance - £0.45 per mile	Travel between Eastbank Primary,Shettleston (G320HA) to HMYOI Polmont, Falkirk(FK20AB) to attend Vision for	29(Miles)	0.45		13.05		

			Young People in Custody conference.						
04-Dec-2014	04-Dec-2014	Motor Mileage Allowance - £0.45 per mile	Travel between HMYOI Polmont, Falkirk(FK20AB) to Denholm House (EH546GA) following attendance at Vision for Young People in Custody conference.	15(Miles)	0.45		6.75		
09-Dec-2014	09-Dec-2014	Motor Mileage Allowance - £0.45 per mile	Travel between Denholm House (EH546GA) to Optima(G28DU) to attend CT4 Steering Group.	33(Miles)	0.45		14.85		
09-Dec-2014	09-Dec-2014	Motor Mileage Allowance - £0.45 per mile	Travel between Optima(G28DU) to Queen Margaret University, Musselburgh (EH216UU) to National Implementation Board.	56(Miles)	0.45		25.20		
11-Dec-2014	11-Dec-2014	Motor Mileage Allowance - £0.45 per mile	Travel between Denholm House (EH546GA) to Optima(G28DU) to attend the ATEE 2015 Annual conference meeting. 33 x 2 = 66 miles.	66(Miles)	0.45		29.70		
09-Feb-2015	09-Feb-2015	Motor Mileage Allowance - £0.45 per mile	Travel between Denholm House (EH546GA) to Forth Valley College(FK29AD) to meet Principal.	18(Miles)	0.45		8.10		
09-Feb-2015	09-Feb-2015	Motor Mileage Allowance - £0.45 per mile	Travel between Forth Valley College(FK29AD) to University of Dundee(DD14HN) to attend STEC Deans meeting.	58(Miles)	0.45		26.10		
09-Feb-2015	09-Feb-2015	Motor Mileage Allowance - £0.45 per mile	Travel between University of Dundee(DD14HN) to Denholm House (EH546GA) following attendance at STEC Deans meeting.	65(Miles)	0.45		29.25		
16-Feb-2015	16-Feb-2015	Motor Mileage Allowance - £0.45 per mile	Travel between Denholm House (EH546GA) to The Copthorne Hotel, Aberdeen (AB101SU) to attend Aberdeen Learning Festival	131(Miles)	0.45		58.95		

17-Feb-2015	17-Feb-2015	Motor Mileage Allowance - £0.45 per mile	dinner. Travel between The Copthorne Hotel(AB101SU) to Aberdeen Exhibition & Conf. Centre(AB23) to attend Aberdeen Learning Festival.	4(Miles)	0.45		1.80			
17-Feb-2015	17-Feb-2015	Motor Mileage Allowance - £0.45 per mile	Travel between Aberdeen Exhibition & Conf. Centre(AB23) to Optima(G28DU) to attend Career Guidance meeting.	150(Miles)	0.45		67.50			
17-Feb-2015	17-Feb-2015	Motor Mileage Allowance - £0.45 per mile	Travel between Optima(G28DU) to Denholm House (EH546GA) following attendance at Careers Guidance meeting.	33(Miles)	0.45		14.85			
Total								631.80		

Confirmation

Expense report number SG154923 was previously submitted for approval.

Expense Report SG154923

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

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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	Report Submit Date	04-FEB-2015
Expense Dates	T&S Charge card claim included	No
12-NOV-2014 - 14-NOV-2014	Travel Management Company	No
Cost Center	Report Total	47.41
Purpose	Reimbursement Amount	47.41
Approver		GBP
Original Receipts Status		Required

Expense Lines Weekly Summary Approval Notes [2]

Cash Expenses

Date	Receipt Amount	Expense Type	Reason and Details for Journey	Merchant Name	Original Receipt Required	Reimbursable Amount (GBP)	Details
12-Nov-2014	13.50 GBP	Public Transport Rail (Standard Class) - Receipted	Rail travel from Oslo Airport to attend CIDREE Conf. & General Assembly 2015. 170 Norwegian Krona (NOK) @ 12.59 = £13.50. (misplaced receipt , same cost as return journey			13.50	

12-Nov-2014	2.38 GBP	Public Transport Bus - Receipted	below). Travel from station to Rica Holmenkollen Park Hotel, Oslo. To attend CIDREE Conf. & General Assembly 2015. 30 Norwegian Krona (NOK) at 12.59 = £2.38			2.38	
12-Nov-2014	18.03 GBP	Non Standard Subsistence	Dinner in Hotel restaurant (not covered by CIDREE Conf.) 227 Norwegian Krona (NOK) at 12.59 = £18.03.			18.03	
14-Nov-2014	13.50 GBP	Public Transport Rail (Standard Class) - Receipted	Return rail travel to Oslo Airport following attendance at CIDREE Conf. 170 Norwegian Krona (NOK) at 12.59 = £13.50			13.50	
Total						47.41	

Confirmation

Expense report number SG151029 was previously submitted for approval.

Expense Report SG151029

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

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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		Report Submit Date	22- JAN- 2015
Expense Dates	02-JAN- 2015 - 07- JAN-2015	T&S Charge card claim included	No
		Travel Management Company	No
		Report Total	649.67 GBP
Cost Center		Reimbursement Amount	649.67 GBP
Purpose			
Approver			
Original Receipts Status	Required		

Expense Lines Weekly Summary Approval Notes [2] business expenses

Cash Expenses

Warning	Date	Receipt Amount	Expense Type	Reason and Details for Journey	Merchant Name	Original Receipt Required	Reimbursable Amount (GBP)	Details
	02-Jan-2015	563.16 GBP	Bed and Breakfast - Elsewhere - Receipted £75.00 ceiling	Hotel accommodation during attendance at the ICSEI Conference in Cincinnati (2-6 January). \$850.38 at			563.16	

				1.51 = £563.16. Please note booking made via Company credit card. The account had to be paid departure as the funds had not been paid.					
	03-Jan-2015	30.12 GBP	Non Standard Subsistence	Dinner during attendance at ICSEI conference in Cincinnati. \$45.48 at 1.51 = £30.12			30.12		
	03-Jan-2015	6.71 GBP	Non Standard Subsistence	Lunch during attendance at ICSEI conference in Cincinnati. \$10.14 at 1.51 = £6.71			6.71		
	06-Jan-2015	26.51 GBP	Non Standard Subsistence	Dinner during attendance at ICSEI conference in Cincinnati. \$40.04 at 1.51 = £26.51			26.51		
	07-Jan-2015	23.17 GBP	Public Transport Taxi Travel - Receipted	Travel from Hilton Netherlands Plaza Hotel to Cincinnati Airport for return journey to UK. \$35 at 1.51 = £23.17			23.17		
Total							649.67		

Confirmation

Expense report number SG161555 was previously submitted for approval.

Expense Report SG161555

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

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

General Information

Name	Report Submit Date	17- APR- 2015
Expense Dates	T&S Charge card claim included	No
02-MAR- 2015 - 25- MAR- 2015	Travel Management Company	No
Cost Center	Report Total	136.43 GBP
Purpose	Reimbursement Amount	136.43 GBP
Approver		
Original Receipts Status		Required

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

Cash Expenses

Date	Receipt Amount	Expense Type	Reason and Details for Journey	Merchant Name	Original Receipt Required	Reimbursable Amount (GBP)	Details
02-Mar-2015	16.10 GBP	Car Parking - Receipted	Attending the Pioneer Programme in Edinburgh.		<input checked="" type="checkbox"/>	16.10	
16-Mar-2015	4.80 GBP	Car Parking - Receipted	Attending Digital Skills meeting in Optima.		<input checked="" type="checkbox"/>	4.80	
24-Mar-2015	8.70 GBP	Public Transport Taxi Travel - Receipted	Travel from from Tallinn Airport to Hotel Ulemiste in Estonia for overnight stay.		<input checked="" type="checkbox"/>	8.70	
25-Mar-2015	2.72 GBP	Foreign Travel - Subsistence	Bottles of water for onward journey from Tallinn airport to Tartu, Estonia. 3.75 at 1.37858 = £2.72		<input checked="" type="checkbox"/>	2.72	
25-Mar-2015	15.01 GBP	Foreign Travel	Dinner in Tartu, Estonia whilst attending the			15.01	

	Subsistence	CIDREE conf. 20.70 euros at 1.37858 = £15.01						
Total							47.33	

Mileage Expenses

Start Date	End Date	Expense Type	Justification	Trip Distance	Mileage Rate	Original Receipt Required	Reimbursable Amount (GBP)	Details	Attachments
07-Mar-2015	07-Mar-2015	Motor Mileage Allowance - £0.45 per mile	Travel between Home Stirling Court Hotel (FK94LA) to attend GTCS Conference 36 miles x 2 = 72 miles. NB Travel from Home as this was a Saturday event.	72(Miles)	0.45		32.40		
09-Mar-2015	09-Mar-2015	Motor Mileage Allowance - £0.45 per mile	Travel between Denholm House (EH546GA) to Celtic Football Club (G403RE) to attend to attend the Launch of the Technologies Review. 30 miles x 2 = 60 miles.	60(Miles)	0.45		27.00		
16-Mar-2015	16-Mar-2015	Motor Mileage Allowance - £0.45 per mile	Travel between Denholm House (EH546GA) to Optima (G28DU) to attend Digital Skills meeting. 33 x 2 = 66 miles.	66(Miles)	0.45		29.70		
Total							89.10		

Confirmation

Expense report number SG167292 was previously submitted for approval.

Expense Report SG167292

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

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Instruction for Claims Selected for Travel and Subsistence Team Checking

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General Information

Name	Report Submit Date	01-MAY-2015
Expense Dates	T&S Charge card claim included	No
	Travel Management Company	No
Cost Center	Report Total	209.70 GBP
Purpose	Reimbursement Amount	209.70 GBP
Approver		
Original Receipts Status		Required

[Expense Lines](#) [Weekly Summary](#) [Approval Notes \[3\]](#)
business expenses

Cash Expenses

Date	Receipt Amount	Expense Type	Reason and Details for Journey	Merchant Name	Original Receipt Required	Reimbursable Amount (GBP)	Details
02-Apr-2015	4.80 GBP	Car Parking - Receipted	Meeting in Optima before onward trip to Ayrshire College.		<input checked="" type="checkbox"/>	4.80	
23-Apr-2015	12.00 GBP	Public Transport Rail (Standard Class) - Receipted	Travel from London City Airport to Central London for attendance at CIDREE Board meeting.		<input checked="" type="checkbox"/>	12.00	
23-Apr-2015	4.90 GBP	Meals Allowance - London - Lunch - Receipted £4.90	Lunch before attending the CIDREE Board meeting.		<input checked="" type="checkbox"/>	4.90	
24-Apr-2015	4.80 GBP	Public Transport Tube - Receipted	Travel from Central London to London City Airport following attendance at CIDREE Board meeting.		<input checked="" type="checkbox"/>	4.80	

24-Apr-2015	11.95 GBP	Meals Allowance - London - Dinner - Receipted £19.20	Dinner at London City Airport prior to return flight home following attendance at CIDREE Board meeting.			11.95	
27-Apr-2015	7.40 GBP	Car Parking - Receipted	Parking in Dundee to attend the STEC Stakeholders meeting at University of Dundee.			7.40	
30-Apr-2015	3.20 GBP	Car Parking - Receipted	Parking in Dundee whilst attending meetings in Endeavour House.			3.20	
Total						49.05	

Mileage Expenses

Start Date	End Date	Expense Type	Justification	Trip Distance	Mileage Rate	Original Receipt Required	Reimbursable Amount (GBP)	Details	Attachments
02-Apr-2015	02-Apr-2015	Motor Mileage Allowance - £0.45 per mile	Travel between Denholm House (EH54 6GA) to Ayrshire College (KA3 7AT) to attend meeting with the Chair and Principal. 53 miles x 2 = 106	106(Miles)	0.45		47.70		
16-Apr-2015	16-Apr-2015	Motor Mileage Allowance - £0.45 per mile	Travel between Edinburgh College (EH15 2PP) to Denholm House (EH54 6GA) following attendance at meeting with Chair and Principal.	27(Miles)	0.45		12.15		
27-Apr-2015	27-Apr-2015	Motor Mileage Allowance - £0.45 per mile	Travel between Home) to University of Dundee (DD14HN) to attend the STEC Stakeholders meeting 56 x 2 = 112 miles.	112(Miles)	0.45		50.40		
30-Apr-2015	30-Apr-2015	Motor Mileage Allowance - £0.45 per mile	Travel between Home to Endeavour House	112(Miles)	0.45		50.40		

	(DD14QB) to attend various meetings in Dundee. 56 x 2 = 112 miles				
			Total	160.65	

Confirmation

Expense report number SG177936 was previously submitted for approval.

Expense Report SG177936

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.

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General Information

Name	Report Submit Date	29-MAY-2015
Expense Dates	T&S Charge card claim included	No
	Travel Management Company	No
Cost Center	Report Total	70.24 GBP
Purpose	Reimbursement Amount	70.24 GBP
Approver		
Original Receipts Status		Required

Expense Lines Weekly Summary Approval Notes [3]

Cash Expenses

Date	Receipt Amount	Expense Type	Reason and Details for Journey	Merchant Name	Original Receipt Required	Reimbursable Amount (GBP)	Details
13-May-2015	12.00 GBP	Public Transport Rail (Standard Class) - Receipted	Travel from London City Airport to Central London to attend Leadership Conference.		☑	12.00	
13-May-2015	4.69 GBP	Meals Allowance - London - Lunch - Receipted £4.90	Lunch in London before attending Leadership Conference.		☑	4.69	
Total						16.69	

Mileage Expenses

Start Date	End Date	Expense Type	Justification	Trip Distance	Mileage Rate	Original Receipt Required	Reimbursable Amount (GBP)	Details	Attachments
14-May-2015	14-May-2015	Motor	Travel from	14(Miles)	0.45		6.30		

		Mileage Allowance - £0.45 per mile	Home to Newbattle Abbey College (EH223LL) to attend Launch of Adult Achievement Awards.							
14-May-2015	14-May-2015	Motor Mileage Allowance - £0.45 per mile	Travel from Newbattle Abbey College (EH223LL) to central Edinburgh (EH88BH) to attend further meetings in Edinburgh.	7(Miles)	0.45		3.15			
19-May-2015	19-May-2015	Motor Mileage Allowance - £0.45 per mile	Travel from Denholm House (EH546GA) to University to Glasgow (G128QQ) to attend Evening with Cabinet Secretary for Education and Lifelong Learning. 33 x 2 = 66 miles.	66(Miles)	0.45		29.70			
28-May-2015	28-May-2015	Motor Mileage Allowance - £0.45 per mile	Travel from Home to Queen Anne High School, Dunfermline (KY120PQ) to attend Launch of International Toolkit.	13(Miles)	0.45		5.85			
28-May-2015	28-May-2015	Motor Mileage Allowance - £0.45 per mile	Travel from Queen Anne High School, Dunfermline (KY120PG) to central Edinburgh (EH88BH) to attend further meetings in Edinburgh.	19(Miles)	0.45		8.55			
Total								53.55		

Confirmation

Expense report number SG181597 was previously submitted for approval.

Expense Report SG181597

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.

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Instruction for Claims Selected for Travel and Subsistence Team Checking

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General Information

Name	Report Submit Date	06-JUL-2015
Expense Dates	T&S Charge card claim included	No
03-JUN-2015 - 06-JUL-2015	Travel Management Company	No
Cost Center	Report Total	251.59 GBP
Purpose	Reimbursement Amount	251.59 GBP
Approver		
Original Receipts Status		Required

Expense Lines **Weekly Summary** **Approval Notes [2]**
business expenses

Cash Expenses

Date	Receipt Amount	Expense Type	Reason and Details for Journey	Merchant Name	Original Receipt Required	Reimbursable Amount (GBP)	Details
03-Jun-2015	4.80 GBP	Car Parking - Receipted	Attending various meetings in Optima, Glasgow.		<input checked="" type="checkbox"/>	4.80	
10-Jun-2015	3.60 GBP	Foreign Travel - Subsistence	Snack at Schiphol Airport prior to onward travel to Estonia to attend the CIDREE CEC 2015 meeting. 4.95 at 1.37858 = £3.60		<input checked="" type="checkbox"/>	3.60	
10-Jun-2015	3.00 GBP	Foreign Travel Taxi - Receipted	Travel from Tallinn Airport to Hotel Ulemiste in Estonia for overnight stay. 4.15 at 1.37858 = £3.00		<input checked="" type="checkbox"/>	3.00	
11-Jun-2015	7.18 GBP	Foreign Travel - Subsistence	Lunch in Tartu whilst attending the CIDREE CEC 2015 meeting. 9.90 at 1.37858 = £7.18		<input checked="" type="checkbox"/>	7.18	
			Dinner at Tallinn Airport prior				

12-Jun-2015	3.26 GBP	Foreign Travel - Subsistence	to onward journey to the UK following attendance at CIDREE CEC 2015 meeting. 4.50 at 1.37858 = £3.26			3.26	
02-Jul-2015	16.00 GBP	Car Parking - Receipted	Parking in Aberdeen whilst attending the Aberdeen Learning Festival 2016 meeting and working from the Aberdeen office.			16.00	
Total						37.84	

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 between Denholm House (EH546GA) to HMYOI Polmont (FK20AB) to attend Polmont Staff Conf.	15(Miles)	0.45		6.75		
03-Jun-2015	03-Jun-2015	Motor Mileage Allowance - £0.45 per mile	Travel between HMYOI Polmont (FK20AB) to Optima, Glasgow (G28DU) to attend various meetings in Glasgow.	31(Miles)	0.45		13.95		
03-Jun-2015	03-Jun-2015	Motor Mileage Allowance - £0.45 per mile	Travel between Optima, Glasgow (G28DU) to Elim Church (G427AT) to attend the Big Noise Govanhill event.	2(Miles)	0.45		0.90		
03-Jun-2015	03-Jun-2015	Motor Mileage Allowance - £0.45 per mile	Travel between Elim Church (G427AT) to Denholm (EH546GA) following attendance at Big Noise Govanhill event.	33(Miles)	0.45		14.85		
05-Jun-2015	05-Jun-2015	Motor Mileage Allowance - £0.45	Travel between Denholm House	66(Miles)	0.45		29.70		

		per mile	(EH546GA) to Stirling Court Hotel (FK94LA) to attend College Action Learning Pilot Project. 33 miles x 2 = 66 miles.						
02-Jul-2015	02-Jul-2015	Motor Mileage Allowance - £0.45 per mile	Travel between Denholm House (EH546GA) to Marischal College, Aberdeen (AB101YS) to attend meeting re Aberdeen Learning Festival 2016. 131 miles x 2 = 262 miles.	262(Miles)	0.45		117.90		
06-Jul-2015	06-Jul-2015	Motor Mileage Allowance - £0.45 per mile	Travel between Denholm House (EH546GA) to Optima, Glasgow (G28DU) to attend various meetings. 33 miles x 2 = 66 miles.	66(Miles)	0.45		29.70		
Total							213.75		

Confirmation

Expense report number SG185126 was previously submitted for approval.

Expense Report SG185126

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

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

General Information



Name	Report Submit Date	11-AUG-2015
Expense Dates	T&S Charge card claim included	No
09-JUL-2015 - 09-JUL-2015	Travel Management Company	No
Cost Center	Report Total	37.27 GBP
Purpose	Reimbursement Amount	37.27 GBP
Approver		

Original Receipts Status **Required**

Expense Lines Weekly Summary Approval Notes [2]

Cash Expenses

Date	Receipt Amount	Expense Type	Reason and Details for Journey	Merchant Name	Original Receipt Required	Reimbursable Amount (GBP)	Details
09-Jul-2015	8.50 GBP	Non Standard Subsistence	Lunch in London before attending meeting with the British Council			8.50	
09-Jul-2015	12.32 GBP	Public Transport Taxi Travel - Receipted	Travel from Blackfriars to Tube station following meeting with			12.32	


09-Jul-2015	4.80 GBP	Public Transport Tube - Receipted	British Council Travel from Central London to London City Airport following meeting with British Council.			4.80	
09-Jul-2015	11.65 GBP	Public Transport Taxi Travel - Receipted	Travel from Edinburgh Airport (EH129DN) to Home following meetings in London.			11.65	
Total						37.27	

 **Confirmation**

Expense report number SG200255 was previously submitted for approval.

Expense Report SG200255

Claim not selected for audit. See receipts action below

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Submission Instructions

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General Information

Name	Report Submit Date	18-NOV-2015
Expense Dates	T&S Charge card claim included	No
	Travel Management Company	No
Cost Center	Report Total	84.15
Purpose	Reimbursement Amount	84.15
Approver		GBP
Original Receipts Status		Not Required

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
11-Aug-2015	11-Aug-2015	Motor Mileage Allowance - £0.45 per mile	Travel from Denholm House to St Andrew's House (SAH) for CFE Support meeting, SAH to home (actual)	19(Miles)	0.45		8.55		
12-Aug-2015	12-Aug-2015	Motor Mileage Allowance - £0.45 per mile	Travel from Denholm House to Saughton House for	17(Miles)	0.45		7.65		

			Deputy Directors meeting, Saughton House to home. (actual)							
17-Aug-2015	17-Aug-2015	Motor Mileage Allowance - £0.45 per mile	Travel from Denholm House to Optima (return) for DYW meeting. (lesser)	66(Miles)	0.45		29.70			
18-Aug-2015	18-Aug-2015	Motor Mileage Allowance - £0.45 per mile	Travel from Denholm House to St Andrew's House for meeting with Ministerial officials, SAH to home (actual)	19(Miles)	0.45		8.55			
19-Aug-2015	19-Aug-2015	Motor Mileage Allowance - £0.45 per mile	Travel from Denholm House to Optima (return) for SCQF Forum meeting. (lesser)	66(Miles)	0.45		29.70			
Total								84.15		

02-Sep-2015	02-Sep-2015	Motor Mileage Allowance - £0.45 per mile	Travel from Denholm House to Optima (return) for Design Group meeting (lesser)	66(Miles)	0.45		29.70		
10-Sep-2015	10-Sep-2015	Motor Mileage Allowance - £0.45 per mile	Travel from Denholm House to Annanhill Primary School for DYW meeting, Annanhill PS to Optima for Transfer of delivery meeting, Optima to Denholm House. (lesser)	111(Miles)	0.45		49.95		
15-Sep-2015	15-Sep-2015	Motor Mileage Allowance - £0.45 per mile	Travel from Denholm House to Creative Scotland offices for meeting, then Creative Scotland offices to home (actual)	22(Miles)	0.45		9.90		
29-Sep-2015	29-Sep-2015	Motor Mileage Allowance - £0.45 per mile	Travel from Denholm House to EIS offices for meeting . then EIS offices to home. (actual)	21(Miles)	0.45		9.45		
11-Sep-2015	11-Sep-2015	Motor Mileage Allowance - £0.45 per mile	Travel from Denholm House to Pirie Park Primary School for school visit (lesser), then from Pirie Park to Optima for CfEIG meeting, then Optima to Denholm House (lesser).	74(Miles)	0.45		33.30		
14-Sep-2015	14-Sep-2015	Motor Mileage Allowance - £0.45 per mile	Travel from Denholm House to School of Education, Glasgow Uni, for ICSEI Programme Committee (lesser) and return.	64(Miles)	0.45		28.80		
Total							161.10		

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Confirmation

Expense report number SG207591 was previously submitted for approval.

Expense Report SG207591

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.

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General Information

Name	Report Submit Date	11-DEC-2015
Expense Dates	T&S Charge card claim included	No
06-OCT-2015 - 30-OCT-2015	Travel Management Company	No
Cost Center	Report Total	155.00 GBP
Purpose	Reimbursement Amount	155.00 GBP
Approver		
Original Receipts Status		Required

Expense Lines Weekly Summary Approval Notes [2] business expenses

Cash Expenses

Date	Receipt Amount	Expense Type	Reason and Details for Journey	Merchant Name	Original Receipt Required	Reimbursable Amount (GBP)	Details
26-Oct-2015	6.20 GBP	Car Parking - Receipted	Parking receipt as no parking bays were available in Optima	NCP Oswald Street	<input checked="" type="checkbox"/>	6.20	
30-Oct-2015	4.80 GBP	Car Parking - Receipted	Parking receipt as no parking bays were available in Optima	NCP Oswald Street	<input checked="" type="checkbox"/>	4.80	
Total						11.00	

Mileage Expenses

Start Date	End Date	Expense Type	Justification	Trip Distance	Mileage Rate	Original Receipt Required	Reimbursable Amount (GBP)	Details	Attachments
06-Oct-2015	06-Oct-2015	Motor Mileage Allowance	Travel from Denholm House to St	26(Miles)	0.45		11.70		

		- £0.45 per mile	Andrew's House for meeting St Andrew's House to Victoria Quay for Future of CfE meeting, then to home (actual)							
26-Oct-2015	26-Oct-2015	Motor Mileage Allowance - £0.45 per mile	Travel from home to Victoria Quay for DYW meeting, VQ to Optima for Grants Workshop meeting, then Optima to Denholm House (lesser)	85(Miles)	0.45		38.25			
27-Oct-2015	27-Oct-2015	Motor Mileage Allowance - £0.45 per mile	Travel from Denholm House to Optima for meeting in Atlantic Quay (lesser), then travel to St Andrew's Building (Glasgow Uni) for ICSEI meeting (actual), then return to Denholm House (lesser)	69(Miles)	0.45		31.05			
30-Oct-2015	30-Oct-2015	Motor Mileage Allowance - £0.45 per mile	Travel from home to Battleby Conference Centre for SEO meeting (actual), then from Battleby to Optima for Employability meeting (actual), then Optima to Denholm House (lesser)	140(Miles)	0.45		63.00			
Total								144.00		

Confirmation

Expense report number SG214981 was previously submitted for approval.

Expense Report SG214981

Claim not selected for audit. See receipts action below

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





General Information

Name	Report Submit Date	22- DEC- 2015
Expense Dates	T&S Charge card claim included	No
03-NOV- 2015 - 06- NOV-2015	Travel Management Company	No
Cost Center	Report Total	67.70
Purpose	Reimbursement Amount	67.70
Approver		GBP
Original Receipts Status		Required

Expense Lines Weekly Summary Approval Notes [3]

Cash Expenses

Date	Receipt Amount	Expense Type	Reason and Details for Journey	Merchant Name	Original Receipt Required	Reimbursable Amount (GBP)	Details
03-Nov-2015	4.90 GBP	Meals Allowance - Lunch - Receipted £4.90	Lunch at Heathrow Airport on way to Budapest for CIDREE General Assembly	EAT.		4.90	
03-Nov-2015	10.75 GBP	Foreign Travel -	Ocado exchange rate	Kéhli Vendégló		10.75	

		Subsistence	1HUF=0.00229GBP. Dinner in Budapest (split receipt) total: 4694HUF. £10.75 claimed.				
03-Nov-2015	16.93 GBP	Foreign Travel Taxi - Receipted	Ocado exchange rate 1HUF=0.00229GBP. Taxi from Budapest airport to Danubius Grand Hotel Margitsziget total: 7395HUF. £16.93 claimed.			16.93	
04-Nov-2015	10.30 GBP	Foreign Travel - Subsistence	Ocado exchange rate 1HUF=0.00227GBP. Lunch in Budapest (split receipt) total: 4527HUF. £10.30 claimed.	Fusion Zrt.		10.30	
06-Nov-2015	24.82 GBP	Foreign Travel Taxi - Receipted	Ocado exchange rate 1HUF=0.00226GBP. Taxi from Danubius Grand Hotel Margitsziget to Budapest Airport total: 11000HUF. £24.82 claimed.	Keszpenzfizetes szamla		24.82	
Total						67.70	

 **Confirmation**

Expense report number SG212835 was previously submitted for approval.

Expense Report SG212835

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.

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General Information

Name	Report Submit Date	21-DEC-2015
Expense Dates	T&S Charge card claim included	No
	Travel Management Company	No
Cost Center	Report Total	246.95 GBP
Purpose	Reimbursement Amount	246.95 GBP
Approver		
Original Receipts Status		Required

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

Cash Expenses

Date	Receipt Amount	Expense Type	Reason and Details for Journey	Merchant Name	Original Receipt Required	Reimbursable Amount (GBP)	Details
11-Nov-2015	23.10 GBP	Public Transport Rail (Standard Class) - Receipted	Train from Edinburgh to Glasgow for exec team meeting (return)	ScotRail	<input checked="" type="checkbox"/>	23.10	
16-Nov-2015	7.40 GBP	Car Parking - Receipted	Travelling to Dundee for STEC Stakeholders meeting	Dundee City Council	<input checked="" type="checkbox"/>	7.40	
Total						30.50	

Mileage Expenses

Start Date	End Date	Expense Type	Justification	Trip Distance	Mileage Rate	Original Receipt Required	Reimbursable Amount (GBP)	Details	Attachments
10-Nov-2015	10-Nov-2015	Motor Mileage Allowance - £0.45	Home to St Andrew's House for meetings, then	5(Miles)	0.45		2.25		

		per mile	on to Parliament for another meeting, then to home (lesser)							
12-Nov-2015	12-Nov-2015	Motor Mileage Allowance - £0.45 per mile	Home to Reid Hall, Forfar, for HGIOS?4 event, then return (actual).	142(Miles)	0.45		63.90			
16-Nov-2015	16-Nov-2015	Motor Mileage Allowance - £0.45 per mile	Home to Dundee Uni for STEC Stakeholders meeting, then to home (actual)	114(Miles)	0.45		51.30			
20-Nov-2015	20-Nov-2015	Motor Mileage Allowance - £0.45 per mile	Home to VQ for meeting (return - actual)	10(Miles)	0.45		4.50			
25-Nov-2015	25-Nov-2015	Motor Mileage Allowance - £0.45 per mile	Denholm to Optima for CfE Implementation Group (return - lesser), then home to VQ for Teacher Professionalism meeting (return - lesser)	76(Miles)	0.45		34.20			
26-Nov-2015	26-Nov-2015	Motor Mileage Allowance - £0.45 per mile	Denholm House to Belmont Academy for Strategic Discussion with Ayrshire Council (return - lesser)	134(Miles)	0.45		60.30			
Total								216.45		

Confirmation

Expense report number SG224058 was previously submitted for approval.

Expense Report SG224058

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

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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	Report Submit Date	04-MAR-2016
Expense Dates	T&S Charge card claim included	No
	Travel Management Company	No
	Report Total	32.54
Cost Center	Reimbursement Amount	32.54
Purpose		GBP
Approver		GBP
Original Receipts Status		Required

Expense Lines Weekly Summary Approval Notes [2]

business expenses

Cash Expenses

Date	Receipt Amount	Expense Type	Reason and Details for Journey	Merchant Name	Original Receipt Required	Reimbursable Amount (GBP)	Details
09-Dec-2015	6.15 GBP	Foreign Travel Rail - Receipted	Train journey from Schiphol station to Utrecht station. Exchange rate from Oanda on 9 Dec 2015, €8.50 = £6.15	NS		6.15	
09-Dec-2015	20.24 GBP	Foreign	Dinner at Graaf	Graaf		20.24	

		Travel - Subsistence	Floris restaurant in Utrecht. Exchange rate from Oanda on 9 Dec 2016, €28.00 = £20.24	Floris			
11-Dec-2015	6.15 GBP	Foreign Travel Rail - Receipted	Train journey from Utrecht station to Schiphol station. Exchange rate from Oanda on 11 Dec 2015, €8.50 = £6.15	NS		6.15	
Total						32.54	

Confirmation

Expense report number SG224043 was previously submitted for approval.

Expense Report SG224043

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

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Instruction for Claims Selected for Travel and Subsistence Team Checking

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General Information





Name	Report Submit Date	04-MAR-2016
Expense Dates	T&S Charge card claim included	No
02-DEC-2015 - 21-DEC-2015	Travel Management Company	No
Cost Center	Report Total	64.38 GBP
Purpose	Reimbursement Amount	64.38 GBP
Approver		
Original Receipts Status		Required

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

Cash Expenses

Date	Receipt Amount	Expense Type	Reason and Details for Journey	Merchant Name	Original Receipt Required	Reimbursable Amount (GBP)	Details
14-Dec-2015	23.10 GBP	Public Transport Rail (Standard Class) - Receipted	Return travel from home to Optima (G2 8DU) for Improving our Organisation meeting.	ScotRail	<input checked="" type="checkbox"/>	23.10	
15-Dec-2015	5.80 GBP	Car Parking - Receipted	Parking in Edinburgh for launch of OECD report at Craigmount High School, EH12 8NH. Booked by phone - no receipt available.		<input checked="" type="checkbox"/>	5.80	
21-Dec-2015	23.10 GBP	Public Transport Rail (Standard Class) - Receipted	Return travel from home to Atlantic Quay for primary/secondary review day.	ScotRail	<input checked="" type="checkbox"/>	23.10	
Total						52.00	

Mileage Expenses

Start Date	End Date	Expense Type	Justification	Trip Distance	Mileage Rate	Original Receipt Required	Reimbursable Amount (GBP)	Details	Attachments
04-Dec-2015	04-Dec-2015	Motor Mileage Allowance - £0.45 per mile	Travel from Denholm (EH54 6GA) to Victoria Quay (EH6 6QQ) for meeting. Lesser mileage (home to VQ return journey) claimed.	10(Miles)	0.45		4.50		
02-Dec-2015	02-Dec-2015	Motor Mileage Allowance - £0.45 per mile	Travel from home to Braidburn School (EH14 1ED) for CfE Mangement Board meeting. Travel from Braidburn School to The Mews (EH2 4JD) for Learning and Justice event. Travel from The Mews to home.	17.5(Miles)	0.45		7.88		
Total							12.38		

Confirmation

Expense report number SG224346 was previously submitted for approval.

Expense Report SG224346

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

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Instruction for Claims Selected for Travel and Subsistence Team Checking

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

General Information

Name		Report Submit Date	18-MAR-2016
Expense Dates	06-JAN-2016 - 29-JAN-2016	T&S Charge card claim included	No
Cost Center		Travel Management Company	No
Purpose		Report Total	165.75 GBP
Approver		Reimbursement Amount	165.75 GBP
Original Receipts Status	Required		

Expense Lines Weekly Summary Approval Notes [2] business expenses

Cash Expenses

Date	Receipt Amount	Expense Type	Reason and Details for Journey	Merchant Name	Original Receipt Required	Reimbursable Amount (GBP)	Details
06-Jan-2016	13.50 GBP	Meals Allowance - Elsewhere - Dinner - Receipted £18.60	Dinner during ICSEI conference (1x cod and chips only)	Browns Glasgow	<input checked="" type="checkbox"/>	13.50	
17-Jan-2016	13.90 GBP	Meals Allowance - London - Dinner - Receipted £19.20	Dinner in London, night before Education World forum (£9.00 only). Lunch on day before Education World Forum (receipt for £5.49, max £4.90 claimed)	Barley Mow, Pret a Manger	<input checked="" type="checkbox"/>	13.90	
18-Jan-2016	4.30 GBP	Public Transport Rail (Standard	Travel from John Ball Primary School, Lewisham, to Education World Forum,	National Rail	<input checked="" type="checkbox"/>	4.30	

18-Jan-2016	10.00 GBP	Class) - Received Meals Allowance - London - Dinner - Received £19.20	Westminster Central Hall, London. Dinner during Education World Forum (1x fish and chips only).	Barley Mow			10.00	
19-Jan-2016	4.90 GBP	Public Transport Tube - Received	Travel to meeting at Amba Hotel, The Strand, WC2N 5HX.	London Underground			4.90	
19-Jan-2016	4.90 GBP	Meals Allowance - London - Lunch - Received £4.90	Lunch at meeting at Amba Hotel (receipt for £6.64, max £4.90 claimed).	Amba Hotel			4.90	
28-Jan-2016	6.20 GBP	Car Parking - Received	Parking in Oswald Street car park for leadership forum meeting.	NCP Oswald Street			6.20	
29-Jan-2016	5.00 GBP	Car Parking - Received	Parking in Oswald Street car park for business planning meeting.				5.00	
Total							62.70	

Mileage Expenses

Start Date	End Date	Expense Type	Justification	Trip Distance	Mileage Rate	Original Receipt Required	Reimbursable Amount (GBP)	Details	Attachments
06-Jan-2016	06-Jan-2016	Motor Mileage Allowance - £0.45 per mile	Travelling from home to Hilton Garend Inn, Glasgow City Centre, G3 8HN, for ICSEI Conference. Denholm House (EH54 6GA) to Hilton Garden Inn (lesser amount) claimed.	33(Miles)	0.45		14.85		
07-Jan-2016	07-Jan-2016	Motor Mileage Allowance - £0.45 per mile	Travelling from Hilton Garden Inn, Glasgow City Centre, G3 8HN, to home after ICSEI conference. Hilton Garden Inn to Denholm House, EH54 6GA, (lesser amount) claimed.	33(Miles)	0.45		14.85		
08-Jan-2016	08-Jan-2016	Motor Mileage	Travelling from home to	33(Miles)	0.45		14.85		

Confirmation

Expense report number SG224346 was previously submitted for approval.

Expense Report SG224346

Claim not selected for audit. See receipts action below

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Submission Instructions

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General Information

Name	Report Submit Date	18-MAR-2016
Expense Dates	T&S Charge card claim included	No
06-JAN-2016 - 29-JAN-2016	Travel Management Company	No
Cost Center	Report Total	165.75 GBP
Purpose	Reimbursement Amount	165.75 GBP
Approver		
Original Receipts Status		Required

Expense Lines Weekly Summary Approval Notes [2] business expenses


Cash Expenses

Date	Receipt Amount	Expense Type	Reason and Details for Journey	Merchant Name	Original Receipt Required	Reimbursable Amount (GBP)	Details
06-Jan-2016	13.50 GBP	Meals Allowance - Elsewhere - Dinner - Receipted £18.60	Dinner during ICSEI conference (1x cod and chips only)	Browns Glasgow	<input checked="" type="checkbox"/>	13.50	
17-Jan-2016	13.90 GBP	Meals Allowance - London - Dinner - Receipted £19.20	Dinner in London, night before Education World forum (£9.00 only). Lunch on day before Education World Forum (receipt for £5.49, max £4.90 claimed)	Barley Mow, Pret a Manger	<input checked="" type="checkbox"/>	13.90	
18-Jan-2016	4.30 GBP	Public Transport Rail (Standard	Travel from John Ball Primary School, Lewisham, to Education World Forum,	National Rail	<input checked="" type="checkbox"/>	4.30	

18-Jan-2016	10.00 GBP	Class) - Received Meals Allowance - London - Dinner - Received £19.20	Westminster Central Hall, London. Dinner during Education World Forum (1x fish and chips only).	Barley Mow			10.00	
19-Jan-2016	4.90 GBP	Public Transport Tube - Received	Travel to meeting at Amba Hotel, The Strand, WC2N 5HX.	London Underground			4.90	
19-Jan-2016	4.90 GBP	Meals Allowance - London - Lunch - Received £4.90	Lunch at meeting at Amba Hotel (receipt for £6.64, max £4.90 claimed).	Amba Hotel			4.90	
28-Jan-2016	6.20 GBP	Car Parking - Received	Parking in Oswald Street car park for leadership forum meeting.	NCP Oswald Street			6.20	
29-Jan-2016	5.00 GBP	Car Parking - Received	Parking in Oswald Street car park for business planning meeting.				5.00	
Total							62.70	

Mileage Expenses

Start Date	End Date	Expense Type	Justification	Trip Distance	Mileage Rate	Original Receipt Required	Reimbursable Amount (GBP)	Details	Attachments
06-Jan-2016	06-Jan-2016	Motor Mileage Allowance - £0.45 per mile	Travelling from home to Hilton Garend Inn, Glasgow City Centre, G3 8HN, for ICSEI Conference. Denholm House (EH54 6GA) to Hilton Garden Inn (lesser amount) claimed.	33(Miles)	0.45		14.85		
07-Jan-2016	07-Jan-2016	Motor Mileage Allowance - £0.45 per mile	Travelling from Hilton Garden Inn, Glasgow City Centre, G3 8HN, to home after ICSEI conference. Hilton Garden Inn to Denholm House, EH54 6GA, (lesser amount) claimed.	33(Miles)	0.45		14.85		
08-Jan-2016	08-Jan-2016	Motor Mileage	Travelling from home to	33(Miles)	0.45		14.85		

		Allowance - £0.45 per mile	Hilton Garend Inn, Glasgow City Centre, G3 8HN, for ICSEI Conference. Denholm House (EH54 6GA) to Hilton Garden Inn (lesser amount) claimed.							
09-Jan-2016	09-Jan-2016	Motor Mileage Allowance - £0.45 per mile	Travelling from Hilton Garden Inn, Glasgow City Centre, G3 8HN, to home after ICSEI conference. Hilton Garden Inn to Denholm House, EH54 6GA, (lesser amount) claimed.	33(Miles)	0.45		14.85			
22-Jan-2016	22-Jan-2016	Motor Mileage Allowance - £0.45 per mile	Travel from Denholm House to SSERC offices in Dunfermline (KY11 8UB) for meeting with SSERC, then onwards to home	31(Miles)	0.45		13.95			
29-Jan-2016	29-Jan-2016	Motor Mileage Allowance - £0.45 per mile	Travel from Denholm House to Atlantic Quay for Business Planning Meeting, then return to home.	66(Miles)	0.45		29.70			
Total								103.05		

 **Confirmation**

Expense report number SG227620 was previously submitted for approval.

Expense Report SG227620

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

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Instruction for Claims Selected for Travel and Subsistence Team Checking



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General Information

Name	Report Submit Date	18-MAR-2016
Expense Dates	T&S Charge card claim included	No
05-FEB-2016 - 26-FEB-2016	Travel Management Company	No
Cost Center	Report Total	153.60 GBP
Purpose	Reimbursement Amount	153.60 GBP
Approver		
Original Receipts Status		Required









Expense Lines Weekly Summary Approval Notes [2]
business expenses

Cash Expenses

Date	Receipt Amount	Expense Type	Reason and Details for Journey	Merchant Name	Original Receipt Required	Reimbursable Amount (GBP)	Details
17-Feb-2016	14.50 GBP	Car Parking - Receipted	Travelling to Optima for catch-up. Parking bays in Optima unavailable.	Q-Park Waterloo	<input checked="" type="checkbox"/>	14.50	
26-Feb-2016	5.00 GBP	Car Parking - Receipted	Travel to Optima for meeting. No Optima parking bays available.	NCP Oswald Street	<input checked="" type="checkbox"/>	5.00	
Total						19.50	

Mileage Expenses

Start Date	End Date	Expense Type	Justification	Trip Distance	Mileage Rate	Original Receipt Required	Reimbursable Amount (GBP)	Details	Attachments
05-Feb-2016	05-Feb-2016	Motor Mileage Allowance	Travel from Denholm House to The	66(Miles)	0.45		29.70		

		- £0.45 per mile	Optima (return) for catch up.						
17-Feb-2016	17-Feb-2016	Motor Mileage Allowance - £0.45 per mile	Travel from Denholm House to Optima (return) for catch-up.	66(Miles)	0.45		29.70		
23-Feb-2016	23-Feb-2016	Motor Mileage Allowance - £0.45 per mile	Travel from Denholm House to Perth College (return) for DYW discussion with Directors of Education and college principals.	100(Miles)	0.45		45.00		
26-Feb-2016	26-Feb-2016	Motor Mileage Allowance - £0.45 per mile	Travel from Denholm House to Optima (return) for meeting with Support for Assessment and NQs meeting.	66(Miles)	0.45		29.70		
Total							134.10		

Confirmation

Expense report number SG227671 was previously submitted for approval.

Expense Report SG227671

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

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Instruction for Claims Selected for Travel and Subsistence Team Checking



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General Information











Name		Report Submit Date	18-MAR-2016
Expense Dates	01-MAR-2016 - 16-MAR-2016	T&S Charge card claim included	No
Cost Center		Travel Management Company	No
Purpose		Report Total	283.10 GBP
Approver		Reimbursement Amount	283.10 GBP
Original Receipts Status	Required		

Expense Lines Weekly Summary Approval Notes [2] business expenses

Cash Expenses

Date	Receipt Amount	Expense Type	Reason and Details for Journey	Merchant Name	Original Receipt Required	Reimbursable Amount (GBP)	Details
07-Mar-2016	18.60 GBP	Meals Allowance - Elsewhere - Dinner - Receipted £18.60	Dinner on night before secondary headteachers leadership event at DoubleTree by Hilton Hotel Aberdeen City Centre (receipt amount £31.68 - maximum £18.60 claimed).	DoubleTree by Hilton Hotel Aberdeen City Centre	<input checked="" type="checkbox"/>	18.60	
04-Mar-2016	6.20 GBP	Car Parking - Receipted	Car parking for various meetings in Optima. Optima parking bays unavailable.	NCP Oswald Street	<input checked="" type="checkbox"/>	6.20	
Total						24.80	

Mileage Expenses

Start Date	End Date	Expense Type	Justification	Trip Distance	Mileage Rate	Original Receipt Required	Reimbursable Amount (GBP)	Details	Attachments
01-Mar-2016	01-Mar-2016	Motor Mileage Allowance - £0.45 per mile	Home to DoubleTree by Hilton Dunblane Hydro (FK15 0HG) (return) for secondary headteacher event.	76(Miles)	0.45		34.20		
03-Mar-2016	03-Mar-2016	Motor Mileage Allowance - £0.45 per mile	Travel from Denholm House (EH54 6GA) to Celtic Park (G40 3RE) for secondary headteachers leadership event (return).	60(Miles)	0.45		27.00		
04-Mar-2016	04-Mar-2016	Motor Mileage Allowance - £0.45 per mile	Travel from Denholm House (EH54 6GA) to Optima (G2 8DU) for various meetings (return).	66(Miles)	0.45		29.70		
07-Mar-2016	07-Mar-2016	Motor Mileage Allowance - £0.45 per mile	Travel from Denholm House (EH54 6GA) to Optima (G2 8DU) for various meetings, then onwards to DoubleTree by Hilton Hotel Aberdeen City Centre (AB24 5EF) for secondary leadership heateachers event.	179(Miles)	0.45		80.55		
08-Mar-2016	08-Mar-2016	Motor Mileage Allowance - £0.45 per mile	Travel from DoubleTree by Hilton Hotel Aberdeen City Centre (AB24 5EF) for secondary headteachers leadership event to home	122(Miles)	0.45		54.90		

09-Mar-2016	09-Mar-2016	Motor Mileage Allowance - £0.45 per mile	Travel from Denholm House (EH54 6GA) to New College Lanarkshire, Coatbridge Campus (ML5 3LS), for DYW meeting, then to Optima (G2 8DU) for meetings, then on to Denholm House.	68(Miles)	0.45	30.60		
16-Mar-2016	16-Mar-2016	Motor Mileage Allowance - £0.45 per mile	Travel from home to EIS offices, 46-48 Moray Place, Edinburgh, for meeting. Then onwards to Denholm House for meetings. Lesser amount claimed.	3(Miles)	0.45	1.35		
Total						258.30		

Confirmation

Expense report number SG237420 was previously submitted for approval.

Expense Report SG237420

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

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Instruction for Claims Selected for Travel and Subsistence Team Checking

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


General Information

Name	Report Submit Date	29- APR- 2016
Expense Dates	T&S Charge card claim included	No
	Travel Management Company	No
	Report Total	98.79 GBP
Cost Center	Reimbursement Amount	98.79 GBP
Purpose		
Approver		

Original Receipts Status **Required**

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

Cash Expenses

Date	Receipt Amount	Expense Type	Reason and Details for Journey	Merchant Name	Original Receipt Required	Reimbursable Amount (GBP)	Details
22-Mar-2016	23.30 GBP	Public Transport Rail (Standard Class) - Receipted	Travel between Edinburgh and Glasgow return. Attending various meetings in Glasgow.		<input checked="" type="checkbox"/>	23.30	
23-Mar-2016	14.40 GBP	Public	Travel from			14.40	

		Transport Taxi Travel - Receipted	to Edinburgh Airport for onward travel to Tirana, Albania to attend National conference on Teacher Education.					
23-Mar-2016	7.41 GBP	Foreign Travel - Subsistence	Lunch at Charles de Gaulle Airport, Paris prior to onward travel to Tirana, Albania. 9.40 euros @ 1.2682 = £7.41				7.41	
24-Mar-2016	11.80 GBP	Foreign Travel - Subsistence	Dinner in Tirana International Hotel 2,100 Albanian Lek @ 177.91 = £11.80				11.80	
26-Mar-2016	15.74 GBP	Foreign Travel Taxi - Receipted	Taxi from Tirana International Hotel to Airport following attending at National conference on Teacher Education. 2,800 Albanian Lek @ 177.91 = £15.74				15.74	
26-Mar-2016	12.14 GBP	Foreign Travel - Subsistence	Breakfast in Venice Airport prior to onward travel back to Edinburgh. 15.40 euros @ 1.2682 = £12.14				12.14	
26-Mar-2016	14.00 GBP	Public Transport Taxi Travel - Receipted	Travel from Edinburgh Airport (EH129DN) to following attendance at National conference on Teacher Education.				14.00	
Total							98.79	