

**October 2011**

<b>Occasion</b>	<b>Item</b>	<b>Date</b>	<b>Cost (£)</b>
Update meeting at Cabinet Office	Underground Office to Westminster return	18/10/11	3.80
Electoral Registration Transformation Programme Board	Underground Office to Westminster return	27/10/11	3.80
<b>total (£)</b>			<b>7.60</b>

**November 2011**

<b>Occasion</b>	<b>Item</b>	<b>Date</b>	<b>Cost (£)</b>
Elections Policy and Coordination Group/Elections and Registration Steering Group	Underground Office to Westminster return	07/11/11	3.80
Parliamentary Parties Panel	Underground Office to Westminster return	08/11/11	3.80
Cabinet Office meeting	Underground Office to Westminster return	15/11/11	3.80
Cabinet Office meeting	Underground Office to Westminster return	21/11/11	3.80
Parliamentary Advisory Group meeting	Underground Office to Westminster return	22/11/11	3.80
Electoral Registration Transformation Programme Board meeting	Underground Office to Westminster return	24/11/11	3.80
<b>total (£)</b>			<b>22.80</b>

**December 2011**

<b>Occasion</b>	<b>Item</b>	<b>Date</b>	<b>Cost (£)</b>
Meeting with Minister	Underground Office to Westminster return	05/12/11	2.80
Commission dinner	Dinner (share of)	06/12/11	36.59
	Underground		2.80
Speaker's Committee meeting	Underground	14-Dec-11	3.80
Electoral Registration Transformation Programme Board meeting	Underground Office to Westminster	15-Dec-11	1.90
Meetings in Belfast	Underground Westminster to Paddington	15/12/11	1.90
	Heathrow Express single		16.50
	Air London - Belfast		49.94
	Public Transport airport to city centre		2.00
	Overnight Hotel, Belfast		70.20
	Dinner		19.50
	Taxi Office to Airport	16/12/11	28.89
Air Belfast - London		138.88	
Taxi Stansted to home		60.00	

Meetings in Cardiff	Underground Office to Paddington	19/12/2011	1.90
	Rail London - Cardiff Return	19-20/12/11	117.50
	Taxi station to hotel	19/12/11	4.00
	Overnight Hotel, Cardiff		72.20
	Internet access		8.54
	Dinner		14.70
	Lunch	20/12/11	5.50
	Underground Paddington to Tower Hill		1.9
<b>total (£)</b>			<b>661.94</b>

<b>Total for quarter 3 (£):</b>	<b>692.34</b>
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Carolyn Hughes Director of Finance and Q3 2011-12  
 Corporate Services/  
 Acting Deputy Chief  
 Executive

**October 2011**

<b>Occasion</b>	<b>Item</b>	<b>Date</b>	<b>Cost (£)</b>
Visit to EC Wales Office	Underground Kings Cross to Paddington	17/10/2011	1.90
	Breakfast		3.54
	Lunch		9.60
	Rail London - Cardiff return		48.00
	Taxi train station to office		6.20
	Rail Cardiff Bay to Cardiff Central		1.40
<b>total (£)</b>			<b>70.64</b>

**November 2011**

<b>Occasion</b>	<b>Item</b>	<b>Date</b>	<b>Cost (£)</b>
No expenses claimed			
<b>total (£)</b>			<b>0.00</b>

**December 2011**

<b>Occasion</b>	<b>Item</b>	<b>Date</b>	<b>Cost (£)</b>
Visit to Northern Ireland Office, Belfast	Mileage to airport & airport toll	05/12/11	12.25
	Air London - Belfast		39.94
	Breakfast		3.45
	Public Transport Airport to City Centre		7.00
	Taxi from Belfast Office to airport		29.64
	Air Belfast - Stansted		39.94
	Lunch		9.08
	Rail Stansted airport to home		16.80
Commission Dinner	Dinner (share of)	06/12/11	36.59
<b>total (£)</b>			<b>194.69</b>

<b>Total for Quarter 3 (£):</b>	<b>265.33</b>
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**October 2011**

<b>Occasion</b>	<b>Item</b>	<b>Date</b>	<b>Cost (£)</b>
Visit to EC Northern Ireland Office and meeting with Graham Shields, Chief Electoral Officer	Rail Gatwick Express return	27/10/2011	23.80
	Air London - Belfast return		104.91
	Taxi airport to Office		11.50
	Taxi Office to airport		7.40
<b>total (£)</b>			<b>147.61</b>

**November 2011**

<b>Occasion</b>	<b>Item</b>	<b>Date</b>	<b>Cost (£)</b>
AEA North-West Branch meeting	Rail London - Blackpool	09/11/2011	42.10
	Rail: Blackpool - London		69.60
<b>total (£)</b>			<b>111.70</b>

**December 2011**

<b>Occasion</b>	<b>Item</b>	<b>Date</b>	<b>Cost (£)</b>
Commission Dinner	Dinner (share of)	06/12/11	36.59
Attending AEA Southern Branch meeting, Andover, Hampshire. Andrew unable to attend (Phillippa Saray attended in his place)	Rail London - Andover return	09/12/11	34.20
<b>Total (£)</b>			<b>70.79</b>

<b>Total for Quarter 3 (£):</b>	<b>330.10</b>
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Mr Scallan, who is Head of Statutory Services at Manchester City Council, is working on secondment to the Electoral Commission. The secondment is currently due to end on 30 June 2012. As part of the secondment arrangements, the Commission meets the cost of some travel to and from Manchester, and of overnight accommodation in London. These payments are treated as a benefit-in-kind and the total are reported in the Commission's annual accounts. The Electoral Commission makes a payment to HM Revenue and Customs to cover the tax liability which arises on these payments.

Alex Robertson

Director of Communication Q3 2011-12

**October 2011**

<b>Occasion</b>	<b>Item</b>	<b>Date</b>	<b>Cost (£)</b>
No expenses claimed			
<b>total (£)</b>			<b>0.00</b>

**November 2011**

<b>Occasion</b>	<b>Item</b>	<b>Date</b>	<b>Cost (£)</b>
Visit to ECScotland office	Air London - Edinburgh return	14/11/11	244.92
<b>total (£)</b>			<b>244.92</b>

**December 2011**

<b>Occasion</b>	<b>Item</b>	<b>Date</b>	<b>Cost (£)</b>
Commission Dinner	Dinner (share of)	06/12/11	36.59
<b>total (£)</b>			<b>36.59</b>

<b>Total for quarter 3 (£):</b>	<b>281.51</b>
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Lisa Klein

Director Party and Q3 2011-12  
Election Finance

**October 2011**

<b>Occasion</b>	<b>Item</b>	<b>Date</b>	<b>Cost (£)</b>
No expenses claimed			
<b>total (£)</b>			<b>0.00</b>

**November 2011**

<b>Occasion</b>	<b>Item</b>	<b>Date</b>	<b>Cost (£)</b>
No expenses claimed			
<b>total (£)</b>			<b>0.00</b>

**December 2011**

<b>Occasion</b>	<b>Item</b>	<b>Date</b>	<b>Cost (£)</b>
Commission Dinner	Dinner (share of)	06/12/11	36.59
<b>total (£)</b>			<b>36.59</b>

<b>Total for quarter 3 (£):</b>	<b>36.59</b>
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