

**January 2017**

<b>Occasion</b>	<b>Item</b>	<b>Date</b>	<b>Cost (£)</b>
Association of Chief Executives (ACE) meeting	Public Transport	11/01/17	4.80
Electoral Management Board for Scotland briefing, Glasgow	Return flight London - Glasgow	12/01/17	170.40
	Mileage home to Heathrow return		38.70
	Airport Parking		37.40
	Breakfast		2.75
	Glasgow Airport Express return		10.00
	Dinner		2.37
Meeting at the Cabinet Office	Public Transport	16/01/17	2.40
Meeting at the Cabinet Office	Public Transport	23/02/17	2.40
Westminster Briefing Event: Safeguarding Our Democracy: Implementing Measures to Prevent Electoral Fraud	Public Transport	24/02/17	2.40
Association of Chief Executives (ACE) seminar	Public Transport	30/01/17	2.40
<b>total (£)</b>			<b>276.02</b>

**February 2017**

<b>Occasion</b>	<b>Item</b>	<b>Date</b>	<b>Cost (£)</b>
Meeting with Chris Skidmore MP, Minister for the Constitution, Cabinet Office	Public Transport	01/02/17	2.40
Electoral Fraud Reduction and Prevention National Seminar, Birmingham	Public Transport	02/02/17	2.40
	Rail London - Birmingham - Oxford	02-03/02/17	126.30
	Taxi station to overnight accommodation	02/02/17	9.00
	Taxi overnight accommodation to venue	03/02/17	10.00
	Mileage home to Oxford		15.75
Association of Electoral Administrators Annual Conference, Brighton	Mileage home to Brighton return	06-07/02/17	95.40
	Parking		10.00
Parliamentary Parties Panel meeting, Westminster	Public Transport	09/02/17	2.40
Stoke by-election observation (Unable to attend due to bad weather - only able to obtain partial refund)	Return rail London - Stoke-on-Trent	23-24/02/2017	43.00
	Overnight hotel, Stoke-on-Trent		57.75
London Assembly's Police and Crime Committee Fraud and electoral malpractice hearing, City Hall	Public Transport	21/02/17	2.40

Association of Chief Executives (ACE) meeting	Public Transport	24/02/17	2.40
Annual Staff Conference	Public Transport	28/02/17	2.40
<b>total (£)</b>			<b>381.60</b>

### March 2017

Occasion	Item	Date	Cost (£)
Northern Ireland Assembly Election observation	Public Transport	02/03/17	1.50
	Heathrow Express		25.00
	Breakfast (self and colleague)		19.25
	Return flight London - Belfast	02-03/03/17	139.53
	Lunch (self and colleague)	02/03/17	6.00
	Overnight hotel, Belfast		72.99
	Dinner		13.61
	Overnight incidentals		5.00
	Dinner	03/03/17	10.15
	Mileage Heathrow - home		19.80
Meetings in Westminster	Public Transport	08/03/17	2.40
Electoral Management Board for Scotland e-counting training, Edinburgh	Return flight London - Edinburgh	10/03/17	149.96
	Airport Parking		32.90
	Return Mileage home to Heathrow		40.50
	Breakfast		11.10
	Taxi airport to venue		17.00
	Dinner		7.30
Conservative Party Investigation Report Publication media interviews	Public Transport	15/03/17	2.40
	Overnight hotel		169.00
	Book last minute		21.98
	Dinner	21.98	
Taxi (self and colleague) Westminster to office for further media interviews	16/03/17	18.00	
Conservative Party Investigation Report (Publication date brought forward and unable to get refund)	Overnight hotel, London	20/03/17	134.10
Speaker's Committee Meeting (Meeting cancelled at last minute)	Public Transport	29/03/17	2.40
<b>total (£)</b>			<b>921.87</b>

<b>Total for quarter 4 (£):</b>	<b>1,579.49</b>
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Carolyn Hughes Director of Finance and Q4 2016-17  
Corporate  
Services/Deputy Chief  
Executive

**January 2017**

<b>Occasion</b>	<b>Item</b>	<b>Date</b>	<b>Cost (£)</b>
<b>total (£)</b>			<b>0.00</b>

**February 2017**

<b>Occasion</b>	<b>Item</b>	<b>Date</b>	<b>Cost (£)</b>
<b>total (£)</b>			<b>0.00</b>

**March 2017**

<b>Occasion</b>	<b>Item</b>	<b>Date</b>	<b>Cost (£)</b>
<b>total (£)</b>			<b>0.00</b>

<b>Total for quarter 4 (£):</b>	<b>0.00</b>
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**January 2017**

<b>Occasion</b>	<b>Item</b>	<b>Date</b>	<b>Cost (£)</b>
Meeting with Chief Electoral Officer for Northern Ireland, Belfast	Flight Edinburgh - Belfast	23/01/17	48.99
Visit to EC Northern Ireland Office	Taxi airport to office		8.18
	Overnight hotel, Belfast		79.20
	Taxi office to airport	24/01/17	8.50
	Flight Belfast - London		64.99
Meeting with Adrian Lythgo, Chief Executive and Electoral Registration Officer/Returning Officer, Kirklees Council	Rail London - Leeds	26/01/17	16.57
<b>total (£)</b>			<b>226.43</b>

**February 2017**

<b>Occasion</b>	<b>Item</b>	<b>Date</b>	<b>Cost (£)</b>
Association of Electoral Administrators Annual Conference, Brighton	Flight Edinburgh - Gatwick	05/02/17	235.26
	Overnight hotel and dinner, Brighton	05-/07/02/17	307.20
	Train Brighton - London	08/02/17	18.61
<b>total (£)</b>			<b>561.07</b>

**March 2017**

<b>Occasion</b>	<b>Item</b>	<b>Date</b>	<b>Cost (£)</b>
Northern Ireland Assembly Election observation	Flight London - Belfast	01/03/17	65.99
	Overnight hotel, Belfast x 4 nights	01-04/03/17	395.50
	Dinner	02/03/17	13.61
	Flight Belfast - Edinburgh	05/03/17	59.49
<b>total (£)</b>			<b>534.59</b>

<b>Total for quarter 4 (£):</b>	<b>1,322.09</b>
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**January 2017**

<b>Occasion</b>	<b>Item</b>	<b>Date</b>	<b>Cost (£)</b>
<b>total (£)</b>			<b>0.00</b>

**February 2017**

<b>Occasion</b>	<b>Item</b>	<b>Date</b>	<b>Cost (£)</b>
Visit EC Scotland Office	Return Rail London - Edinburgh	20-21/02/17	115.50
	Overnight hotel, Edinburgh	20/02/2017	78.00
<b>total (£)</b>			<b>193.50</b>

**March 2017**

<b>Occasion</b>	<b>Item</b>	<b>Date</b>	<b>Cost (£)</b>
<b>total (£)</b>			<b>0.00</b>

<b>Total for quarter 4 (£):</b>	<b>193.50</b>
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**January 2017**

<b>Occasion</b>	<b>Item</b>	<b>Date</b>	<b>Cost (£)</b>
<b>total (£)</b>			

**February 2017**

<b>Occasion</b>	<b>Item</b>	<b>Date</b>	<b>Cost (£)</b>
Association of Electoral Administrators Annual Conference, Brighton	Car Parking Fee	06/02/17	28.50
<b>total (£)</b>			<b>28.50</b>

**March 2017**

<b>Occasion</b>	<b>Item</b>	<b>Date</b>	<b>Cost (£)</b>
<b>total (£)</b>			<b>0.00</b>

<b>Total for quarter 4 (£):</b>	<b>28.50</b>
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