

**July 2011**

<b>Occasion</b>	<b>Item</b>	<b>Date</b>	<b>Cost (£)</b>
Meeting with Non-Executive Director of Electoral Registration Transformation Programme Board	Lunch (plus guest)	21/07/11	13.10
Meeting with Ed Killesteyn, Commissioner, Australian Electoral Commission	Dinner (share of)	26/07/11	26.04
Cambridge Conference on Electoral Democracy in the Commonwealth	Mileage Home to Cambridge Return	28/07/11	59.40
<b>total (£)</b>			<b>98.54</b>

**August 2011**

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

**September 2011**

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

<b>total for quarter 2 (£):</b>	<b>98.54</b>
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Carolyn Hughes

Director of Finance and  
Corporate  
Services/Acting Deputy  
Chief Executive

Q2 2011-12

**July 2011**

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

**August 2011**

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

**September 2011**

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

<b>total for quarter 2 (£):</b>	<b>0.00</b>
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**Lisa Klein**

**Director Party and  
Election Finance**

**Q2 2011-12**

**July 2011**

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

**August 2011**

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

**September 2011**

<b>Occasion</b>	<b>Item</b>	<b>Date</b>	<b>Cost (£)</b>
Meeting with Clerks to Standards Committee, Scottish Parliament	Rail London to Edinburgh-	14/09/11	48.20
	Rail Edinburgh -London		48.20
<b>total (£)</b>			<b>96.40</b>

<b>Total for quarter 2 (£):</b>	<b>96.40</b>
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**July 2011**

<b>Occasion</b>	<b>Item</b>	<b>Date</b>	<b>Cost (£)</b>
Meeting with Ed Killesteyn, Commissioner, Australian Electoral Commission	Dinner (share of)	26/07/11	26.04
<b>total (£)</b>			<b>26.04</b>

**August 2011**

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

**September 2011**

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

<b>total for quarter 2 (£):</b>	<b>26.04</b>
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**July 2011**

<b>Occasion</b>	<b>Item</b>	<b>Date</b>	<b>Cost (£)</b>
Meeting with Ed Killesteyn, Commissioner, Australian Electoral Commission	Dinner (share of)	26/07/11	26.04
<b>total (£)</b>			<b>26.04</b>

**August 2011**

<b>Occasion</b>	<b>Item</b>	<b>Date</b>	<b>Cost (£)</b>
Attendance at E-counting trials, Perth, Scotland	Rail London - Edinburgh (overnight)	04-05/08/2011	177.30
	Lunch with observers from Northern Ireland and Commission colleagues (share of)	05/08/2011	12.90
	Flight Edinburgh - Manchester		78.71
<b>total (£)</b>			<b>268.91</b>

**September 2011**

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

<b>Total for Quarter 4 (£):</b>	<b>294.95</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 31 December 2011. 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.