

Peter Wardle	Chief Executive	Q3 09	
October:			
Occasion	Item	Date	Cost (£)
Conservative Party Conference	Registration fee	05-06/10/09	175.00
	Return rail London - Manchester	05-06/10/09	31.00
	2 x overnight hotel, Manchester	05-06/10/09	218.00
	Overnight subsistence	05/10/09	5.00
	Dinner	05/10/09	13.95
	Refreshments at meeting	06/10/09	10.23
	Taxi to station	06/10/09	7.50
	Lunch	06/10/09	6.87
Commission Board Planning Day	Dinner (share of)	13/10/09	35.48
	Overnight hotel, London		126.73
Council of Europe Forum for the Future of Democracy conference, Kiev (Council of Europe covered all costs)		20-23/10/09	0.00
total (£)			629.76
November:			
Occasion	Item	Date	Cost (£)
European Electoral Management Bodies Conference, The Hague	Return rail London - The Hague	27/11 - 01/12/09	74.00
	Train Brussels - Den Haag	27/11/09	28.27
	2 x overnight hotel, The Hague	29-30/11/09	352.77
	Tram	29/11/09	6.62
	Taxi	29/11/09	21.08
	Overnight subsistence	29/11/09	5.00
	Overnight subsistence	30/11/09	5.00
	Dinner	01/12/09	14.05
	Train Den Haag - Brussels	01/12/09	29.10
total (£)			535.89
December:			
Occasion	Item	Date	Cost (£)
National Fraud Reduction and Prevention National Seminar	Return rail London - Birmingham	04/12/09	92.00
	Taxi Station to Conference centre		7.00
	Taxi Conference centre to Station		7.00
	Lunch		2.96
Meeting with Ministry of Justice official	Lunch (share of)	08/12/09	21.79
total (£)			130.75
total for Quarter 3 (£)			1,296.40

Clare Ettinghausen	Deputy Chief Executive	Q3 09	
October:			
Occasion	Item	Date	Cost (£)
Conservative Party Conference	Registration fee	06/10/09	175.00
	Rail London - Manchester		99.00
	Lunch		3.40
	Taxi from Conference centre to Manchester Station		6.50
	Dinner		5.99
	Rail Manchester - London		34.00
Commission Board planning day	Dinner (share of)	13/10/09	35.47
	Taxi home		12.50
Total (£)			371.86
November:			
Occasion	Item	Date	Cost (£)
Cancelled visit to EC Scotland office (originally booked for 14/09/2009) - moved to 24/11/2009 and 25/11/2009	Flight London - Edinburgh	25/11/09	61.50
	Flight Edinburgh to London		52.20
	Flight London -Edinburgh (cost of re-booking of flight from 14/09/2009 to 24/11/2009)		40.40
	Flight Edinburgh to London (cost of re-booking of flight from 14/09/2009 to 24/11/2009)		51.00
	Flight London to Edinburgh (cost of re-booking of flight from 24/11/2009)		53.00
	Flight Edinburgh to London (cost of re-booking of flight from 24/11./2009)		60.00
Visit to EC Northern Ireland office	Train Heathrow Express	30/11/09	32.00
	Flight London - Belfast City return		103.29
	Taxi from airport to Belfast office		10.00
	Lunch		5.35
	Taxi from Belfast office to Belfast City airport		7.00
Total (£)			475.74
December:			
Occasion	Item	Date	Cost (£)
Visit to EC Wales office	Rail London - Cardiff	08/12/09	53.50
	Taxi from Cardiff Central Station to Cardiff office		5.00
	Taxi from Cardiff office to Cardiff Central Station		5.00
	Rail Cardiff - London		28.50
Visit to EC Scotland office	Train Heathrow Express	14/12/09	30.00
	Breakfast		2.69
	Flight London - Edinburgh		64.30
	Taxi from Edinburgh Airport to Edinburgh office		17.00
	Lunch		6.60

	Taxi from Edinburgh office to Edinburgh Airport	18.15
	Flight Edinburgh - London	53.20
Total (£)		283.94
Total for Quarter 3 (£)		1,131.54

Andrew Scallan	Director of Electoral Administration and Boundaries	Q3 09	
October:			
Occasion	Item	Date	Cost (£)
Conservative Party Conference	Registration fee	06-08/10/09	175.00
	Coffee	06/10/09	3.10
Commission Board Planning Day	Dinner (share of)	13/10/09	35.47
total (£)			35.47
November:			
Occasion	Item	Date	Cost (£)
Visit to EC Midlands Office	Return Rail London - Coventry	10/11/09	82.95
	Taxi Station to Office		11.60
	Taxi Office to Station		9.60
Meeting with ACPO election related crime lead	Return Rail London - Birmingham	11/11/09	70.50
Bo'ness & Blackness By Election, Scotland	Rail London - Gatwick	20/11/09	22.90
	Flight Gatwick - Edinburgh		82.40
	Dinner		17.90
	Taxi Hotel to Airport	21/11/09	8.00
	Flight Edinburgh - Manchester		81.48
	Taxi Airport to Home		13.00
Visit to EC South West Office	Rail London - Exeter	24/11/09	99.50
	Taxi Station to Sandy Park Conference Centre		13.00
	Rail Exeter - London		36.55
total (£)			549.38
December:			
Occasion	Item	Date	Cost (£)
National Fraud Reduction and Prevention National Seminar	Rail London - Birmingham (Virgin Traveller)	04/12/09	0.00
	Taxi Station to Conference Centre		7.00
	Rail Birmingham - London (Virgin Traveller)		0.00
Visit to EC North of England Office	Rail London - York	07/12/09	42.00
	Taxi Station to Office		8.00
	Rail York - London		43.00
Total (£)			100.00
Total for Quarter 3 (£):			684.85

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.

Carolyn Hughes	Director of Finance and Corporate Services	Q3 09	
October:			
Occasion	Item	Date	Cost (£)
Commission Board Planning Day	Dinner (share of)	13/10/09	35.48
Awayday in London	Overnight hotel, London		138.00
total (£)			173.48
November:			
Occasion	Item	Date	Cost (£)
			0.00
total (£)			0.00
December:			
Occasion	Item	Date	Cost (£)
			0.00
total (£)			0.00
total for quarter 3 (£):			173.48

Lisa Klein	Director Party and Election Finance	Q3 09	
October:			
Occasion	Item	Date	Cost (£)
Conservative Party Conference	Registration fee	06/10/09	175.00
	Rail London - Manchester		90.00
	Overnight hotel, Manchester		109.00
	Dinner		24.96
	Lunch		8.00
	Coffee		3.10
	Rail Manchester - London	07/10/09	91.72
	Taxi from station to Home		8.00
total (£)			334.78
November:			
Occasion	Item	Date	Cost (£)
			0.00
total (£)			0.00
December:			
Occasion	Item	Date	Cost (£)
COGEL (The Council on Government Ethics Law) Annual Conference - CANCELLED due to family emergency	Flight - Heathrow to Arizona	04/12/2009	832.73
	REFUND - Flight		-135.70
	Conference booking fee		310.90
	Hotel - 1 night charged as 30 day cancellation policy	05/12/2009	127.48
Conference with Counsel	Taxi to Chambers with 4 staff	10/12/2009	7.00
total (£)			1,142.41
total for quarter 3 (£):			1,477.19

Stephen Rooney		Director of Communication	Q3 09	
October:				
Occasion		Item	Date	Cost (£)
Commission Board Planning Day		Dinner (share of)	13/10/09	35.47
total (£)				35.47
November:				
Occasion		Item	Date	Cost (£)
Broadcasting Liaison Group meeting (at BBC)		Taxi - BBC to office	03/11/09	12.00
Address at Sussex University		Return Rail London - Falmer	04/11/09	20.40
total (£)				32.40
December:				
Occasion		Item	Date	Cost (£)
Meeting with Journalist		Lunch (share of)	16/12/09	20.95
total (£)				20.95
total for Quarter 3 (£)				88.82