

**January 2012**

<b>Occasion</b>	<b>Item</b>	<b>Date</b>	<b>Cost (£)</b>
Meeting with the Minister for Political and Constitutional Reform	Underground Office to Westminster Return	17/01/12	4.00
Speech at SOLACE National Elections Conference	Underground Office to Westminster Return	19/01/12	4.00
Elections and Registration Steering Group meeting	Underground Office to Westminster Return	26/01/12	4.60
Electoral Integrity Round Table meeting	Underground Office to Westminster Return	27/01/12	4.00
<b>total (£)</b>			<b>16.60</b>

**February 2012**

<b>Occasion</b>	<b>Item</b>	<b>Date</b>	<b>Cost (£)</b>
Parliamentary Parties Panel meeting/Introductory meeting with Chief Executive of the Liberal Democrat Party	Underground Office to Westminster Return	07/02/12	4.00
Meeting Chief Executive of Wakefield Council	Underground to station	09/02/12	2.00
	Rail London - Leeds - Wakefield	09-10/02/2012	71.60
	Dinner	09/02/12	18.95
	Overnight hotel, Leeds	09/02/12	70.20
	Rail Leeds - Wakefield	10/02/12	3.00
	Underground		2.60
Electoral Registration Transformation Programme Board meeting	Underground Office to Westminster Return	23/02/12	4.00
Electoral Fraud Reduction and Prevention Seminar, Birmingham/Meeting with Chief Executive of Birmingham City Council	Underground to station	23/02/12	2.00
	Rail London - Birmingham		26.50
	Taxi from station to hotel		5.00
	Dinner		17.95
	Internet access at hotel		10.00
	Overnight hotel,		70.20
	Taxi from hotel to conference venue	24/02/12	8.00
	Bus from conference venue to city centre		1.90
	Rail Birmingham - London		46.00
	Underground		2.00
Meetings in Edinburgh	Underground to station	27/02/12	1.50
	Snack		2.20

	Air London - Edinburgh		93.91
	Bus airport to city centre		3.50
	Overnight hotel, Edinburgh		81.20
	Rail Edinburgh to London	28/02/12	36.25
	Underground		2.00
<b>total (£)</b>			<b>586.46</b>

**March 2012**

<b>Occasion</b>	<b>Item</b>	<b>Date</b>	<b>Cost (£)</b>
Speaker's Committee meeting	Underground Office to Westminster Return	07/03/12	4.00
<b>total (£)</b>			<b>4.00</b>

<b>Total for quarter 4 (£):</b>	<b>607.06</b>
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Carolyn Hughes Director of Finance and Q4 2011-12  
 Corporate  
 Services/Acting Deputy  
 Chief Executive

**January 2012**

<b>Occasion</b>	<b>Item</b>	<b>Date</b>	<b>Cost (£)</b>
Meeting at House of Commons	Underground	18/01/12	2.60
<b>total (£)</b>			<b>2.60</b>

**February 2012**

<b>Occasion</b>	<b>Item</b>	<b>Date</b>	<b>Cost (£)</b>
Visit to EC Office, Edinburgh	Lunch	20/02/12	3.45
	Rail London - Edinburgh Return	20-21/02/2012	87.70
	Overnight hotel, Edinburgh	20/02/12	88.20
	Lunch	21/02/12	3.04
	Dinner		15.70
<b>total (£)</b>			<b>198.09</b>

**March 2012**

<b>Occasion</b>	<b>Item</b>	<b>Date</b>	<b>Cost (£)</b>
Speaker's Committee Meeting	Underground	07/03/12	1.30
Training session, Westminster	Underground	13/03/12	1.30
<b>total (£)</b>			<b>2.60</b>

<b>Total for quarter 4 (£):</b>	<b>203.29</b>
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**January 2012**

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

**February 2012**

<b>Occasion</b>	<b>Item</b>	<b>Date</b>	<b>Cost (£)</b>
AEA Conference, Blackpool	Rail Blackpool - London	01/02/12	36.10
Meetings in Belfast	Rail Gatwick Express	03/02/12	16.85
	Air London - Belfast		44.99
	Taxi Airport to Office		11.00
	Taxi Office to Airport		6.50
	Air Belfast - Manchester		72.99
Meeting with Elections Claims Unit, Hemel Hempstead	Rail London - Hemel Hempstead Return	14/02/12	17.90
	Taxi ECU to station		5.00
Electoral Fraud Reduction and Prevention Seminar, Birmingham	Rail London - Birmingham New Return	24/02/12	98.00
	Taxi Conference Centre to Station		8.00
<b>total (£)</b>			<b>317.33</b>

**March 2012**

<b>Occasion</b>	<b>Item</b>	<b>Date</b>	<b>Cost (£)</b>
Meetings in Edinburgh	Air London - Edinburgh Return	28/03/12	277.45
	Bus Airport to City Centre Return		6.00
	Rail Heathrow Express		18.00
<b>total (£)</b>			<b>301.45</b>

**Total for quarter 4 (£):****618.78**

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.

Lisa Klein      Director of Party and      Q4 2011-12  
 Election Finance

**January 2012**

Occasion	Item	Date	Cost (£)
Visit to Electoral Commission Wales Office in Cardiff	Rail London - Cardiff return	20/01/12	59.50
	Taxi from office to Station	20/01/12	4.60
<b>total (£)</b>			<b>64.10</b>

**February 2012**

Occasion	Item	Date	Cost (£)
Meeting with Scottish Government Officials	Rail London - Edinburgh return	21/02/12	177.50
	Overnight Hotel and dinner, Edinburgh	21/02/12	86.20
	Snack (for 3 people)	22/02/12	9.90
<b>total (£)</b>			<b>273.60</b>

**March 2012**

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

<b>Total for quarter 4 (£):</b>	<b>337.70</b>
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Alex Robertson

Director of Q4 2011-12  
Communication

**January 2012**

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

**February 2012**

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

**March 2012**

<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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