

30 July 2019

News Reporter
BBC Scotland

Request under The Freedom Of Information (Scotland) Act 2002

Thank you for your Freedom of Information request dated 3 July 2019, in which you requested the following:

I am writing under Freedom of Information legislation to request the expenses claimed from 2016 to present for the entire management team at Visit Scotland.

Please break down per job role.

- 1. Please break down per job role. Specifically, I want to know: date of expenditure, amount of expenditure, description of expenditure.*
- 2. Please also identify separately the total value of first class rail travel and first class / business class air travel expenses (including the details of trips) by these staff during the same period.*
- 3. Please also specify the staff member's wage by year.*

We have considered your request, and can respond as follows:

1. Due to the wide scope of this request, it is not possible to provide the information within the £600 limit set by the Freedom of Information (Scotland) Act 2002, due the work necessary to extract all relevant information. As explained during our phone conversation on Monday, 22 July, this is due to the volume of work involved in supplying the expense records in the format you requested for the entire management team, including the Chief Executive, Senior Management Team, Directors, Head of Departments, Senior Managers and Managers - a group that includes over 120 individuals.

By way of further explanation, prior to January 2019, VisitScotland's expense records are recorded on an individual basis and not on a per trip basis as requested. To give you an example of the number of travel expense records held for the management team identified above covering 2016 to 2019, VisitScotland would have to process an estimated 4000 documents. I note this figure does not include the records of travel booked through third party travel companies. Each document would need to be retrieved from the archives, copied and reviewed to extract all the specific information you requested. So, while we hold the information you have requested we do not hold it in the format you want and to provide it in that format will be very costly.

In addition, VisitScotland uses a third-party supplier, our designated Travel Agent, for booking combined travel and accommodation. These records would have to reviewed separately from those identified above. Each departmental record will need to be reviewed to separate out the extended management team's information from less senior members of staff.

During our phone conversation I explained that VisitScotland recently moved to a new financial expenses system in January 2019. We can use the system to generate expense reports for each member of VisitScotland Leadership Group for this year. This includes senior members from across the organisation with a direct influence on the key challenges and opportunities which VisitScotland will face in the future and includes:

Chair – Malcolm Roughead – CEO.

Members – Ken Neilson - Director of Corporate Services, Lynn Jack – Head of HR, Ken Massie - Head of Regional Leadership & Development, Michelle Lavery – Acting Head of Finance, Riddell Graham - Director Of Industry & Destination Development, Vicki Miller - Director Of Marketing & Digital, Barbara Clark – Head of Corporate Communications, Susan Dickie – Head of Insight, Paul Bush – Director of Events, Robbie Clyde – Head of EventScotland.

It should be noted that we have taken a phased approach integrating different parts of the organisation into the system. Currently, our Chief Executive Officer, Malcolm Roughead, and Director of Events, Paul Bush, record expenses using a paper-based system. Given the public interest in the reporting of expenses we can provide copies of these reports from January 2019. Please see attached document, *LG Expense Data*.

As explained above, VisitScotland uses a third-party Travel Agent for booking combined travel and accommodation. We have been able to separate out the VS Leadership groups information from less senior members of staff and can provide the expense records from January 2019. Please attached document *Third Party Travel expenses from Dec2018* and *Third Party travel multiple journeys*.

2. Turning to you request for details of first class travel, the VisitScotland standard fare for all members of staff (including Directors) is economy/standard class. Any class of ticket higher than the cheapest ticket for standard class is not allowed. Higher grade seating may only be allowed for long-haul flights over 7 hours - these are restricted to economy plus or business class.

3. VisitScotland, in line with Scottish Government guidelines, discloses the names, job titles and salary details of senior management. This information is published in our Annual Accounts and on our corporate website. This information can be accessed using the following links. Therefore, we cite Section 25 'Information otherwise accessible' of the Freedom of Information (Scotland) Act.

- www.visitscotland.org/about-us/our-team/directorates/senior-salaries
- VisitScotland's Annual Accounts: www.visitscotland.org/about-us/annual-corporate-reports/annual-report

We hope this information is helpful to you. If, however, you are not satisfied with our response or the manner in which we have dealt with your application, you may in the first instance contact our Chief Executive, Malcolm Roughead, whose contact details are set out below:

Mr Malcolm Roughead
Chief Executive
VisitScotland
Ocean Point One

94 Ocean Drive
Edinburgh, EH6 6JH
Telephone: 0131 472 2201
Fax: 0131 472 2223
E-mail: malcolm.roughead@visitscotland.com

If you wish to request a review of your application under either the Freedom of Information (Scotland) Act 2002 or the Environmental Information (Scotland) Regulations 2004, your request should be submitted to us in writing, or another permanent format (for example e-mail or voice recording), and be received by us within 40 days of the date of this letter. Any request for a review should also set out, in as much detail as possible, the reasons why you are not satisfied with our response or the manner in which we have dealt with your application.

If you are still not satisfied with our handling of your application after we have responded to your request for a review, you have a right to apply to the Scottish Information Commissioner for a decision on whether we have dealt with your request in accordance with the Act. Appeals must be made within 6 months of the response.

The Scottish Information Commissioner may be contacted at:

Scottish Information Commissioner
Kinburn Castle
Doubledykes Road
St Andrews, Fife
KY16 9DS
Telephone: 01334 464610
Fax: 01334 464611
E-mail: enquiries@itspublicknowledge.info
Website: www.itspublicknowledge.info/Appeal

You also have the right to appeal to the Court of Session in Scotland on a point of law concerning either our response.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Douglas Keith', with a long horizontal line extending to the right.

Douglas Keith
Government and Parliamentary Affairs Executive
VisitScotland

Sum of Line Amount			
Employee Name	Expense Date	Description	Total
Antony, Clyde	24/10/2018	Home to Perth	19.8
		Perth to Stirling	15.3
		Stirling to Home	18
	25/10/2018	Return Journey from home to Glasgow - 50 miles each way	45
	01/11/2018	Edinburgh park to Home	4.5
		Home to Edinburgh Park	4.5
		Return Journey - Edinburgh Park to Hampden	1.7
		Round trip - Edinburgh Park to Hampden	38.25
	07/11/2018	Return journey - home to Perth Office	39.6
	15/11/2018	Glasgow to Home	22.05
		Glasgow UCI meeting	21.83
		Livestreaming workshop	2.25
		Return from home to Perth Office	39.6
		SFA meeting	1.35
	19/11/2018	Return journey - Home to Host City	43.65
	20/11/2018	Return - Home to Host City	43.65
	23/11/2018	Return journey - Home to Aviemore	113.4
	25/11/2018	Return journey - Home to Emirates Arena	43.2
	28/11/2018	Return journey - home to EDI airport	10.98
	29/11/2018	Return journey - Home to Peebles	21.6
	06/12/2018	Return journey - Home to Doubletree Glasgow	43.2
	11/12/2018	Falkirk to home	13.05
		Glasgow to Falkirk	12.6
		Home to Glasgow	21.6
	24/10/2018	Lunch in Perth	7.5
	26/10/2018	Lunch in Dundee	7.45
	06/11/2018	Lunch	4.98
	07/11/2018	Parking in Perth	6.6
	16/11/2018	Parking in Perth	8.8
	07/12/2018	Breakfast in Glasgow (no hotel breakfast included)	6
	11/12/2018	Breakfast in Glasgow	3.79
		Lunch in Glasgow	3.95
	12/12/2018	Meeting	4.75
	13/12/2018	Coffees for UCI site visit	6.6
		Taxi to Lord Provost Dinner	8.9
	12/01/2019	Return journey to Stirling Great X-Country (2x 44.5miles)	40.05
	21/01/2019	Taxi	15
	22/01/2019	Lunch in Aberdeen	6.6
	24/01/2019	Home to Edin airport return	6.93
	05/02/2019	Home to Edin airport return	6.93
	06/02/2019	Home to Emirates Arena Glasgow return	42.84
	07/02/2019	Home to Glasgow Life then Blythswood Hotel	22.28
	08/02/2019	Blythswood to Emirates	1.58
		Emirates Arena to Home	21.42
	14/02/2019	Home to UCI working at Queensferry return	12.78
	28/02/2019	Home to Glasgow for UCI meetings and Athletics Dinner	21.83

Antony, Clyde

01/03/2019	Hilton Hotel Glasgow to Emirates	2.03
	Return home from Indoor Athletics	21.42
02/03/2019	Return trip to Indoor Athletics from Home to Emirates Arena	42.84
03/03/2019	Return journey from Home to Emirates for Euro Indoor Athletics	42.84
07/03/2019	Coffees for UCI meeting with UK Sport and British Cycling	7.45
14/03/2019	Travel	5.05
05/12/2018	Hire Car for UCI World Champs	133.68
06/12/2018	Hotel - Sunday Mail sports awards	90
07/12/2018	Foreign Exchange fee	3.68
	Glasgow Parking	20.3
11/12/2018	Parking Glasgow	25
12/12/2018	Meeting	4.75
13/12/2018	Parking for UCI visit	15
	UCI breakfast meeting	6.6
11/01/2019	Parking - meeting with DWF	3.4
	Parking - meeting with DWF re UCI	8.2
	Parking - meeting with P Bush	6.8
16/01/2019	Parking - WTOS launch	13.5
22/01/2019	Parking - Waverley - Meetings in Aberdeen	28.5
23/01/2019	Airport Parking - UCI contract meeting in Geneva	36.99
24/01/2019	Balance - breakfast at Edinburgh Airport	1.2
	Breakfast at Edinburgh Airport	5
	Dinner - Geneva Airport	15.83
	UK to Swiss travel adapter	21.62
25/01/2019	Foreign Exchange fee	1.03
30/01/2019	Parking Edin airport - UK Sport meeting London	39.99
04/02/2019	Parking EDI - UKS meeting in London	39.99
05/02/2019	Balance of Breakfast at EDI	1.2
	Breakfast at EDI - UKS Meeting	5
	Origin meeting to UK Sport	14.2
06/02/2019	Hotel for UCI Launch event	120
	Meeting with Glasgow Life re UCI launch	4.75
07/02/2019	Balance of hotel for UCI launch event	72
	Dinner for UCI and partners pre UCI2023.	700
	Lunch in Glasgow before Events Board	8.15
	Parking at Blythswood Hotel	8.4
	Parking for Glasgow Events Board	22
08/02/2019	Parking outside Blythswood Hotel	8.4
14/02/2019	UCI Meeting - R Clyde, P Bush, UCI	41.65
15/02/2019	Parking for WTOS launch	3.9
18/02/2019	Balance of Breakfast Flight to Paris for SG Hub launch	1.4
	Drink - DIT	10.52
	Flight to Paris for SG Hub launch	5
	Foreign Exchange Fees	2.72
	Home to EDI for Paris meetings	24.65
	Lunch - FCO	52.6
	SG Paris Hub launch	15.69
	Train from CDG airport to Paris	19.99
26/02/2019	Hilton Hotel parking for Athletics Dinner	25
	Meeting at Parliament	6

Antony, Clyde	28/02/2019 Lunch in Glasgow - meeting with SG	7.58
	01/03/2019 Balance of hotel bill for Athletics Gala Dinner	31.95
	Hilton Hotel for Athletics Gala Dinner	120
	Parking at Hilton Hotel	12
	02/03/2019 Sportaccord Delegate Hotel	1327.87
	06/03/2019 Parliament to office - WTOS launch	8.1
	07/03/2019 Lunch British Cycling, UK Sport	10.6
	Meeting with British Cycling	7.45
	08/03/2019 Foreign Exchange Fees	36.52
	12/03/2019 Parking for meeting at Parliament	6
	15/03/2019 Lunch UCI meeting with Glasgow Life	16.3
	Taxi to City Centre for UCI meeting	10.1
Antony, Clyde Total		4318.6
Barbara, Clark	05/12/2018 Meeting of springboard Advisory Board	44.1
	Parking for regional team meeting Perth	6.6
	parking for Springboard meeting Glasgow	10.4
	Regional team meeting	40.5
	16/01/2019 Directorate Awayday Dundee	58.05
	16/01/2019 Travel to Perth regional meeting	39.6
	12/03/2019 Meeting with media at Buchanan Galleries	42.75
	14/02/2019 Travel	25.5
	26/02/2019 Glasgow press judging train ticket	25.5
	26/02/2019 meeting press awards	25.5
	Press awards judging	98.9
	train journey for meeting in Glasgow	25.5
	07/03/2019 Lunch with media	51.05
	Meeting Glasgow	25.5
	12/03/2019 Lunch meeting media	36.85
	14/03/2019 Bottle of wine bought for table of guests at thistle awards.	22.6
	Drink for guest at thistle awards	4.3
	28/03/2019 Dinner for team awayday	19.05
	Overnight for team awayday	101.95
	Remainder of team awayday dinner for industry communications team	95.25
	travel to awayday	14.9
	29/03/2019 Payment made in error	7.99
	return trip awayday	13.2
	10/04/2019 Dinner for Expo	23.75
	Dinner For Expo	23.75
	11/04/2019 Dinner Expo	15
	25/04/2019 Train to meeting with media	36.5
	26/04/2019 parking after the press awards Glasgow	17
	Wine for table at press awards	45.9
	08/05/2019 Media meeting Dundee	29
	13/05/2019 EventsConsultants meeting Glasgow	23.5
	04/06/2019 Dundee - Government Comms Directors reception	52.2
	Photocall at Gleneagles Hotel	21
	19/06/2019 Regional awayday in Pitlochry	60.3
Barbara, Clark Total		1183.44
Kenneth, Massie	23/11/2018 Train Aberdeen - Edinburgh (rtn) for Leadership Group	67
	26/11/2018 Bus city centre to OP after RLD meeting	1.7

Kenneth, Massie

27/11/2018	Bus OP to Waverley for Oracle training	1.7
	Bus Waverley to OP after Oracle training	1.7
28/11/2018	Overnight stay after RLD team meeting and Oracle training, Mentoring and Spirit lunch	122.22
03/12/2018	Train Aberdeen - Edinburgh (rtn) for Leadership Group, Rtn Bus from OP to Waverley after Leadership Group.	70.4
18/12/2018	Lunch for Riddell Graham and vs staff for team meeting and site visit to Aberdeen Art Gallery	16.4
19/12/2018	Lunch for Riddell Graham and VS staff for site visit to TECA, Aberdeen	19.05
16/12/2018	Bus Waverley to OP for Leadership Group meeting	68.7
17/12/2018	Bus ticket OP to Waverley after Leadership Group	1.7
10/01/2019	Bus from OP to Waverley for return trip to Aberdeen & Taxi from Waverley to OP. Train late so taxi required to make presentation.	81.15
14/01/2019	Evening meal, o/n stay Edinburgh	67.4
15/01/2019	Return trip after Leadership Group and Datat Projects meetings,	114.82
21/01/2019	Strategy group meetings. Bus Waverley to OP & Train Aberdeen - Edinburgh (rtn)	29.5
22/01/2019	Evening meal after Expo, Glasgow Life meetings. Bus Waverley to hotel in Glasgow & Bus OP to Waverley for onward travel to Glasgow.	64.07
23/01/2019	Expo strategy group, Glasgow Life meetings and SDI investor presentation	57.22
28/01/2019	Bus Waverley to OP for Leadership Group & Rail travel to Edinburgh for Leadership Group mtg	85.52
11/01/2019	Train Edinburgh - Glasgow (rtn) for meeting with Glasgow Life & Parking - meeting VisitAberdeenshire Chief Exec at their offices	27.5
05/02/2019	Train Aberdeen to Edinburgh (rtn) for RTIF panel meeting & RTIF panel meeting & RTIF panel meeting	20.4
08/02/2019	Hosting multi-departmental meeting with Aberdeen Art Gallery & Return after hosting meeting.	117
11/02/2019	Regional Leadership Group meetings & Return after hosting multi-departmental meeting with Aberdeen Art Gallery	75.25
12/02/2019	Regional Leadership Groups meetings and HoD/RLD meeting & Regional Leadership Groups meetings and RLD/HoD meeting Mon-Wed	139.06
13/02/2019	Regional Leaderships Groups meetings and RLD/HoD meeting and RGraham catch-up	58.5
14/11/2018	Perfromance review in Perth office	3.75
20/02/2019	Parking - meeting with Scottish Enterprise whilst he was in Aberdeen	4.5
27/02/2019	Industry and Destination Development planning day with Director	12.6
28/02/2019	Peebles Hydro to Aberdeen office	67.95
25/02/2019	Aberdeen office to Ocean Point	57.6
	After Leadership Group and ahead of staff survey and IDD Dir/HoDs meeting	8.55
26/02/2019	Overnight meeting in Edinburgh before more in Peebles next day	13.16
27/02/2019	Accommodaion - Two days of meetings in Edinburgh befor heading to Peebles for IDD planning days	139.66
22/02/2019	Interviews for Development Manager (Outer Hebrides)	211.65
11/03/2019	Train to Edinburgh for Leadership Group meeting. Travel Waverley to OP & Evening meal.	50
12/03/2019	Bus OP to Waverley after Team meeting & O/n accom Edi after Leadership Group, Edi-Aberdeen after storm canx Stornoway trip	105.29
13/03/2019	O/n before early flight to Stornoway for Dev Mgr interview. Storm hit but romm non-refundable	82.45
20/03/2019	Train to Edinburgh for RTIF Panel meeting and 121s & O/n stay Edinburgh after 1-2-1s beofre RTIF panel meeting	80.15
21/03/2019	RTIF panel meeting and team 1-2-1s & Bus to Waverley after RTIF panel & Meeting with Scottish Enterprise	93.19
24/03/2019	Train to Edinburgh for Leadership Group	36.6
25/03/2019	Bus Waverley to OP for Leadership Group	1.7
24/03/2019	Train non-refundable Inverness to Inverurie after trip to Stornoway that was canx due to storm Gavin	15
25/03/2019	Leadership Group, Growth Fund Panel, HoD/Dir mtg and Marketing Townhall	8.6
26/03/2019	O/n stay for Growth Fund Panel, HOD/Dir mtg and Marketing Townhall	16.75
27/03/2019	Attending Leadership Group, Growth Fund Panel, Marketing Townhall and Dir/HoD mtg	157.12
27/03/2019	Accom ahead of flight to Stornoway for Dev Mgr interview. Tram to airport & Bus to Tream to Airport.	105.98
28/03/2019	Return from Stornoway - Taxi to Stornoway airport after interview. Site visit Lews Castle.	35.7
01/04/2019	Parking for meeting of VisitAberdeenshire Board	4
08/04/2019	Bus from OP to Waverley & Bus Waverley for Leadership Group meeting	72.5
20/03/2019	Cost of flight change due to Storm Gavin.	65.84
	Flights had to be changed due to Storm Gavin and this was the cost of transfer	50
	Flights had to be re-arranged due to Storm Gavin. This was the cost of changing them.	42
18/04/2019	travel to meeting with various people	64
17/04/2019	Taxi because of delayed train	57.95

Kenneth, Massie	18/04/2019 Train to Glasgow Life meeting	80.39
	23/04/2019 Travel to performance review meeting	88.6
	24/04/2019 Travel to performance review meeting	9
	25/04/2019 STA Tourism 2030 workshop & STA Tourism 2030 workshop	26.1
	26/04/2019 STA Tourism 2030 workshop	83.52
	01/05/2019 STa Delivery group mtg and SG/Agencies Destinations	6.84
	22/04/2019 Leadership Group meeting & Bus to Ocean Point from Waverley for Leadership Group & Bus to Waverley after Leadership Group	72.5
	25/04/2019 Performance review and meeting with HR & Bus to Waverley for Glasgow and STA workshop	41.3
	06/05/2019 Leadership Group meeting and Performance reviews	87.6
	07/05/2019 Overnight stay Edinburgh after Leadership group before performance reviews & return to train for Aberdeen	91.91
	15/05/2019 HoD/RLD monthly meeting and performance review.	72.5
	26/04/2019 Attending STA future vision beyond 2020 workshop	43.1
	30/04/2019 IDD direc/HoDs meeting in Glasgow then Destinations meetings with SE, HE, SG over two days	75.7
	17/05/2019 Hold luggage for flights Abz-Man-Abz	54
	23/05/2019 Parking Aberdeen Airport for NTB meeting in North Wales & Attendance at two-day NTB meeting in North Wales	153
	03/06/2019 Flowers for death of stakeholder as per M.Roughead	29.99
	22/05/2019 En route to Wales for NTB meeting	4.54
	23/05/2019 Return after attending NTB meeting in Wales	5.05
	07/06/2019 Representing VS at funeral, key stakeholder	32.4
	20/05/2019 Bus to OP after STA Workshop & Train Aberdeen-Edi rtn for STA Workshop	81
	21/05/2019 Bus to Waverley after Expo meeting & STA Delivery Group, L'ship Group and Expo mtgs	95.7
	06/06/2019 Lunch beofre STA 2030 workshop in Edinburgh & ST A 2030 Workshop session	74.55
	11/06/2019 Evening meal after QAC before IDD Dir mtg & QAC mtg and IDD HoD/Dir mtg and Risk committee	85.85
	12/06/2019 QAC, IDD HoD/Dir mtg; Risk Committee	94
	17/06/2019 Accommodation and Bus to OP for Leadership Group meeting & Attend Leadership Group mtg and Growth Fund mtg	70.8
	24/06/2019 Overnight stay Edinburgh for Expo Awayday and Team mtg with Marketing plus Evening meal	169.05
	25/06/2019 Evening meal overnight Edinburgh after Expo Awayday beofre team mtg with marketing	8
	26/06/2019 Evening meal for Ken Massie (Aberdeen), x 3 Regional Directors. Two day team meeting with Marketing in Edinburgh	49.4
	27/06/2019 Bus OP to Waverely - train EDI to Aberdeen & 2 nights accom Edi.	189.7
Kenneth, Massie Total		4948.29
Kenneth, Neilson	04/12/2018 train for oracle testing in the iCentre	24.7
	05/12/2018 train for oracle testing	24.7
	18/11/2018 OP to Glasgow	4.79
	travel to OP	4.79
	10/01/2019 at icentre for system testing	25.5
	14/01/2019 travel to meetings	9.58
	21/01/2019 travel to meetings	9.58
	28/01/2019 business meeting	4.79
	travel to meetings	4.79
	30/01/2019 meetings at icentre edinburgh	25.5
	06/02/2019 travel to meetings	13.3
	07/02/2019 travel to meetings	9.58
	11/02/2019 travel to meetings	9.58
	14/02/2019 travel to OP	4.79
	travel to various meetings	4.79
	18/02/2019 business meeting	4.79
	business meeting in OP	4.79
	25/02/2019 attend LG	9.58
	26/02/2019 business meetings	9.58
	28/02/2019 legal interviews	9.58

Kenneth, Neilson	01/03/2019	pension meeting	4.79
		pensions meeting	4.79
	24/01/2019	attending board meeting	3.96
		attending board meeting in Dunfermline	3.96
	02/03/2019	taxi from athletic to home	13
		taxi to the indoor athletics	12.5
	01/04/2019	travel to Ocean Point for meetings	9.58
	03/04/2019	travel to Ocean Point for meetings	9.58
	15/04/2019	travel to Ocean Point for meetings	9.58
	22/04/2019	travel to Ocean Point for meetings	4.79
		travel from OP	4.79
	03/05/2019	business meetings - edinburgh	4.79
		meetings - Edinburgh 2030	4.79
	10/05/2019	meetings in OP, finance forecast	9.58
	13/05/2019	Meetings OP	9.58
	20/05/2019	VSLG meeting	9.58
	23/05/2019	FLG meeting	9.58
	27/05/2019	travel to various meetings	9.58
	30/05/2019	business meetings	9.58
	17/04/2019	risk register and other meetings	25.5
	24/04/2019	bus from OP to waverly	1.7
		Finance and Hods meeting	25.5
	01/05/2019	CSLG meetings and others	25.5
	16/05/2019	Oracle meeting	14.9
	22/05/2019	train for OP meetings	25.5
	27/05/2019	parking for meeting with internal auditors	8
	29/05/2019	Annual review	13.3
	11/04/2019	parking at expo	11
	15/05/2019	dinner with CFO of VB	110.69
		taxi for meeting on BTB scheme	13
		taxi to hotel after dinner in london	11.2
	16/05/2019	taxis home after London trip	13
	05/06/2019	dinner with Legal prior to board	32.65
		taxi to GGH prior to board	9
	06/06/2019	GGH to station post board meeting	13
		taxi from station to home post board meeting	15
	13/03/2019	train from Gslagow to OP for meetings	25.5
		travel to Ocean Point for meetings	11
	15/03/2019	taxis for Board meeting	11
		to station after board meeting	15
	train for board meeting	25.5	
27/03/2019	ARc and other meetings	25.5	
	ARC catch up	7.95	
	to botanics for NDP CEO meeting	8	
28/03/2019	ARC meeting	49.5	
Kenneth, Neilson Total			914.85
Lynn, Jack	06/03/2019	Annual card fee	40
	06/03/2019	Flight for staff to attend NTA Awards with EventScotland	203.57
		Overnight accommodation for staff at NTA awards	195
04/02/2019	Overnight accommodation (interviewing in Inverness)	76.8	

Lynn, Jack	26/04/2019	Edinburgh-Glasgow return train ticket	25.5
	29/04/2019	Carnoustie-Aberdeen return train ticket	30.3
Lynn, Jack Total			571.17
Malcolm, Roughe:	04/12/2018	Annual card fee	40
Malcolm, Roughead Total			40
Michelle, Lavery	18/01/2019	Meeting with Ken Neilson	34.2
		Parking for meeting in Glasgow	10
	23/01/2019	Audit Scotland meeting	17.1
		Audit Scotland Meeting	17.1
		Parking for meeting in Glasgow	10
	28/01/2019	ICAS Subscription	485
	15/02/2019	Meeting with Ken Neilson	34.2
		Parking for meeting in Glasgow	10
	10/04/2019	Car rental from Cardiff Airport to get to Newport and return to Airport	104.58
		Dinner for 3. ONS Visit	49.45
		Redfern booking didn't work so booked separately. Office of National Statistics Visit. Premier Inn bed and breakfast for 3	361.5
		Redfern booking failed so booked separately. Flight for Mervyn Brown to Cardiff for ONS visit	338.3
		Redfern booking failed so booked separately. Flight for Michelle Lavery to Cardiff for ONS visit	338.3
		Redfern booking failed so booked separately. Flight for XXXXXX to Cardiff for ONS visit	338.3
		Taxi from Home to Airport for flight to Cardiff for ONS visit	13.49
	11/04/2019	Taxi home from airport	23.35
Michelle, Lavery Total			2184.87
Riddell, Graham	07/12/2018	Borders railway Leadership Group	0.6
		BR Lship Grp	0.6
	12/12/2018	NWCN Meeting	1.2
	18/12/2018	Travel	7
	19/12/2018	Travel	20
	20/12/2018	Endeavour meeting	2.4
	09/01/2019	Meeting Tweedvalley tourism group	3.96
		TVT meeting	3.96
	10/01/2019	Journey to home from trimontium meeting	1.8
		Meeting re Trimontium	4.92
		Thistle award judging	6.7
	21/01/2019	BG meeting	0.6
	24/01/2019	VS Board meeting	2.16
	06/11/2018	Mtg SE colleagues for SMART Tourism session	9.8
	07/11/2018	Dinner night before VS Board mtg	20.85
	15/11/2018	DBB prior to Lochaber Tourism Conf	156.96
	17/11/2018	Accommodation in Madrid for Amadeus mtg on 4th December 18	163.56
	19/11/2018	Foreign Exchange fee	4.5
	20/11/2018	Car parking for Expedia Meeting on 20 Nov 2018	4
	24/11/2018	Car parking at Edi Airport - 3rd to 5th Dec 18	21.99
	26/11/2018	RLD Meeting	6.6
	29/11/2018	B&B on 28th for Orkney Tourism Conf on 29 Nov 19. Riddell owes VS £18.35 for 2 x train tickets charged on 27 Nov 18	95
	04/12/2018	Annual card fee	40
	07/12/2018	Borders railway Leadership Group Meeting	9.8
	12/12/2018	NWCN Meeting	9.8
	19/12/2018	Team meeting in Aberdeen on 18/19 Dec 18	88.65
	17/01/2019	Car Parking at Waverley - Thistle Awards Judging in Glasgow	17
		National Museum Dinner on 7th Feb 19	80.19

Riddell, Graham	43482 Thistle Awards Judging in Glasgow	16.85
	Unsure what this charge is for from Fraser Suites	0.81
21/01/2019	Lunch with Lambie Gilchrist Consultancy	26.65
	Meeting Business Gateway	6.6
24/01/2019	Car parking in Dunfermline for VS Board meeting	4.2
25/01/2019	Meeting Prof tourism Christchurch University	27.4
15/02/2019	Car Parking Borders Railway meeting	6.6
22/02/2019	B&B for x 2 on Skye	220
26/02/2019	Conference attendance fee	162
	Parking for SoSEP meeting	6.8
03/12/2018	Exchange rate 0.892	87.81
04/12/2018	Exchange rate 0.892	10.7
05/12/2018	Exchange rate 0.892	24.03
	Exchange rate used 0.892.	26.7
18/12/2018	Travel	7
19/12/2018	Travel	20
10/01/2019	Lunch between SoSEP meeting and Traquair visit	6.6
14/03/2019	Taxi to Rail station from SECC	10
15/03/2019	Overnight stay linked to Thistle Awards	70.99
20/03/2019	Lunch linked to Transport Scotland meeting	3.39
14/03/2019	Taxi from SECC to Queen Street Station	10
01/04/2019	Breakfast x 2	11.4
	Dinner x 2	25.4
02/04/2019	Lunch x 2	7
	sandwich lunch and refreshments x 2	11.5
10/04/2019	Taxi Queen street to SECC EXPO	10
	Taxi SECC to Queen Street	10
01/04/2019	I centre visits - mileage	33.04
	icentre visits - mileage	4.72
02/04/2019	icentre visits - mileage	35.04
15/04/2019	car paring Premier Inn Glasgow 15 April	4
16/04/2019	Bowmore to Machrie Hotel Islay	20
	Islay airport to Bowmore	15
17/04/2019	Overnight stay as late arrival from Islay	108.63
12/03/2019	return Train to Glasgow form Edinburgh	16.85
14/03/2019	Parking at Waverley Station	17
20/03/2019	Car parking Waverley station	7.5
	Ferry Mallaig to Armadale	15.95
	parking	9.8
	Train to Glasgow. tickets purchased but didn't run so claimed refund and had to hand over all paperwork to ticket office	16.85
28/03/2019	Lunch for ARC approved by Head of Finance	41.95
03/04/2019	Parking Waverley Station	11
	return rail travel to Glasgow from Edinburgh	8.8
15/04/2019	Travel to Premier Inn Glasgow for Bowmore icentre visit	7.98
16/04/2019	Return journey Glasgow to Edinburgh	7.98
17/04/2019	Round trip OP to Forth Bridges and back	3.36
24/04/2019	OP to Waverley station and return	0.84
25/04/2019	Board Away day Pitlochry - return journey	19.88
30/04/2019	taxi from Bath Street to Glasgow Science centre	10
	taxi from BBC Glasgow to Hampton by Hilton Hotel Glasgow	10

Riddell, Graham	02/05/2019	SoSEP Board meeting Eyemouth return journey home to Eyemouth and back	9.8
	07/05/2019	taxi from city centre to Great Glen House Inverness	10
		Taxi from railway station to accommodation	5
		Travel to Waverley station	0.42
	08/05/2019	Lunch on train return journey to Edinburgh	7.34
		Taxi from accommodation to Great Glen House Inverness	8
		taxi from Great Glen House to railway Station, Inverness	10
	09/05/2019	Journey OP to SE Apex House Haymarket Edinburgh and return	1.26
	07/04/2019	Credit for cancelled train on 3rd April; 2019	-16.85
	10/04/2019	Car parking Waverley station	17
		Train Edinburgh to Glasgow and return	16.85
	15/04/2019	Parking charge Premier Inn Glasgow airport	4
	16/04/2019	Lunch/meal for three	24.1
	18/04/2019	Parking for HTG meeting near Longmore House	8.3
	24/04/2019	Parking Waverley Station	11
		Train ticket Edinburgh Glasgow return	16.85
	30/04/2019	Dinner for x 5	107.65
	02/05/2019	Accommodation for RG & SD Inverness	200
		Train tickets Edinburgh - Inverness return x 2	86.6
	01/05/2019	Lunch on train from Glasgow to Edinburgh	6.55
	11/06/2019	Quality Assurance meeting	1.35
	13/06/2019	Lunch on return journey to Edinburgh	6.6
		Taxi from Queen Street station Glasgow to SECC	10
	14/06/2019	Travel from OP to Hilton Hotel Edinburgh Airport	3
	24/06/2019	Purchase of biscuits for Gaelic Tourism Strategy meeting in Glasgow with 20 external visitors	9
	26/06/2019	Dinner in Glasgow overnight as part of 3 meetings and icentre visits	23.5
		Travel from OP to Glasgow	6.58
	27/06/2019	icente visits Glasgow, Balloch, Aberfoyle, Stirling, OP	14.84
		Sandwich lunch Stirling	5.9
Riddell, Graham Total			2658.6
Susan, Dickie	19/12/2018	Travel	24.7
	14/02/2019	Travel	25.5
	14/02/2019	MasterCard annual fee	40
	08/01/2019	FLIGHT RETURN TO BERLIN	58.2
	16/01/2019	RETURN TRAIN TO DUNDEE - TICKETS FOR SUSAN DICKIE AND LYNN JACK	73
	27/02/2019	Room cost for 2 nights stay in Berlin - using mastercard converted	151.44
	28/02/2019	mastercard foreign exchange cost - mastercard bill used as receipt	4.16
	05/03/2019	Breakfast in Berlin hote	7.43
		Car parking Glasgow St Enoch - ticketless car park (reg no recognition)	7
		Combined foreign exchange fees	1.89
		Day train ticket Berlin	6.03
		Dinner for VS staff in Berlin	16.25
		Dinner in Berlin for VS staff	19.45
		Inflight snack for dinner	7
		My dinner in Berlin for ITB trip (colleagues in separate item)	19.45
	25/04/2019	Passenger for return journey	1.42
		Journey back from Pitlochry	31.95
		Journey out to Pitlochry	31.95
	25/04/2019	Extension of car parking at Apex House	3.7
		Parking Ringgo near Apex House	5.45

Susan, Dickie	25/04/2019	Airport bus Edinburgh return ticket	7.5
		Dinner day 2 ITB Berlin	13.02
		lunch day 2 ITB	4.72
		lunch day one at ITB conference	7.08
		Lunch snack at Berlin airport	7.03
		Taxi to city centre to get airport bus	10
	25/04/2019	Return rail journey - Edinburgh to Glasgow	13.3
		Taxi from Glasgow Central to SECC	6.3
		Taxi from SECC to Queen St Station	7.5
Susan, Dickie Total			612.42
Vicki, Miller	13/11/2018	Return from Perth to OP	8.6
	15/11/2018	Return from Perth to OP	8.6
	19/11/2018	Return from Perth to OP	8.6
	20/11/2018	Return from Perth to OP	8.6
	21/11/2018	Return from Perth to OP	8.6
	27/11/2018	return from perth to ocean point	8.6
	28/11/2018	return from perth to ocean point	8.6
	29/11/2018	return from perth to ocean point	8.6
	04/12/2018	perth to ocean point	8.6
	05/12/2018	return from perth to edinburgh	8.6
	11/12/2018	return from perth to ocean point	8.6
	12/12/2018	return from perth to ocean point	8.6
	14/12/2018	return from perth to ocean point	8.6
	17/12/2018	return from perth to ocean point	8.6
	18/12/2018	perth to ocean point	8.6
	18/12/2018	re-claim for disclosure form required for moving into the new perth office	25
	19/12/2018	return travel from Perth to OP	8.6
	20/12/2018	return travel from perth to ocean point	8.6
	08/01/2019	return from perth to ocean point	8.6
	09/01/2019	return from perth to ocean point	8.6
	10/01/2019	return travel from perth to ocean point	8.6
	14/01/2019	return travel from perth to ocean point	8.6
	15/01/2019	return travel from perth to ocean point	8.6
	16/01/2019	return travel from perth to ocean point	8.6
	22/01/2019	return from perth to ocean point	8.6
	23/01/2019	return travel from perth to ocean point	8.6
	05/02/2019	return from perth to ocean point	8.6
	06/02/2019	perth to ocean point	8.6
	14/11/2018	Lunch for self while in Glasgow	6.15
		Parking for meetings in Glasgow	10
	20/11/2018	Taxi from Expedia Offices to Ocean Point	15
	21/11/2018	Parking charge for meeting with Carat In Edinburgh	11
		Payment of parking charge for Steve Hope for attendance at same meeting with Carat	11.1
22/11/2018	Bed & Breakfast to attend awards dinner in Glasgow	78.5	
	Drinks at evening awards dinner for table guests	19.6	
28/11/2018	car parking	14	
04/12/2018	MasterCard Card Fee	40	
11/12/2018	Car Parking for planning meeting at Carat Offices	24	
19/12/2018	Car Parking for Brand Scotland Steering Group Meeting	17	
14/01/2019	Car Parking at Airport for trip to London	49.99	

Vicki, Miller

43479	Parking at Edinburgh Aiport	44.99
	Re-imburement for error made in car parking booking - booked for wrong travel date	-39.99
16/01/2019	Airport transfer to meeting in London for dinner appointment	25.6
	Dinner in London. £7.00 to be paid via personal card	25.5
	Parking for a meeting with Scottish Enterprise	2.4
	Parking for meeting with Scottish Enterprise	9
17/01/2019	Bed & Breakfast in London	193.5
	Dinner at the airport	14.5
	Return from London city to Airport	28
	Taxi from hotel to VisitLondon Offices for meeting with VisitBritain	8.8
07/02/2019	return travel from perth to ocean point	8.6
11/02/2019	return from perth to ocean point	8.6
12/02/2019	return from perth to ocean point	8.6
13/02/2019	return from perth to ocean point	8.6
14/02/2019	return from perth to ocean point	8.6
19/02/2019	return from perth to ocean point	8.6
20/02/2019	return from perth to edinburgh	8.6
21/02/2019	return from perth to ocean point	8.6
25/02/2019	return from perth to ocean point	8.6
05/03/2019	return from perth to ocean point	8.6
07/03/2019	return from perth to ocean point	8.6
11/03/2019	return from perth to ocean point	8.6
13/03/2019	return from perth to ocean point	8.6
15/03/2019	return from perth to ocean point	8.6
12/02/2019	Dinner at Holiday Inn Express Wine of £7.70 to be paid via personal - will reimburse cashier	10.5
13/02/2019	car parking	20
26/02/2019	Bed & Breakfast	55
	Dinner for overnight stay. £6.50 to paid from personal card - will reimburse cashier	12.9
26/02/2019	Travel to Irvine to present at Industry Event	9.2
27/02/2019	Return journey	9.2
	Return trip to Aberdeen	18.4
19/03/2019	Return to Perth	8.6
20/03/2019	return from perth to ocean point	8.6
21/03/2019	return from perth to ocean point	8.6
25/03/2019	return from perth to ocean point	8.6
26/03/2019	return from perth to ocean point	8.6
26/03/2019	return from perth to Edinburgh office	8.6
08/04/2019	return from perth to edinburgh	8.6
09/04/2019	return from perth to edinburgh	8.6
15/04/2019	return from perth to edinburgh	8.6
16/04/2019	return from perth to edinburgh	8.6
17/04/2019	return from perth to edinburgh	8.6
29/04/2019	return from perth to edinburgh	8.6
30/04/2019	return from perth to edinburgh	8.6
01/05/2019	return from perth to edinburgh	8.6
02/05/2019	return from perth to edinburgh	8.6
03/05/2019	return from perth to edinburgh	8.6
06/05/2019	return from perth to edinburgh	8.6
07/05/2019	return from perth to edinburgh	8.6
08/05/2019	return from perth to edinburgh	8.6

Vicki, Miller	09/05/2019 return from perth to edinburgh	8.6
	13/05/2019 return from perth to edinburgh	8.6
	16/05/2019 return from perth to edinburgh	17.2
	21/05/2019 return from perth to edinburgh	8.6
	23/05/2019 return from perth to edinburgh	8.6
	08/03/2019 E ticket for STA Signature Conference. Partner rate	123
	13/03/2019 Parking for a business meeting at Apex House	9
	parking in Edinburgh for business meeting at Apex house /SE	4.6
	15/03/2019 Dinner and bottle of water at Holiday Express. #7.70 bar charge to be paid personally	19
	27/03/2019 Return train travel from perth to Glasgow for meetings	35.5
	29/03/2019 parking at Edinburgh airport	74.99
	02/04/2019 Breakfast at Edinburgh Airport	4.15
	taxi fare from train station to hotel	13.17
	train fare from airport to New York	9.99
	03/04/2019 taxi to meeting venue	16.73
	04/04/2019 Foreign Exchange Fees	1.09
	28/05/2019 return from perth to ocean point	8.6
	11/06/2019 return from perth to ocean point	8.6
	17/06/2019 return from perth to ocean point	8.6
	18/06/2019 return from perth to ocean point	8.6
	19/06/2019 return from perth to ocean point	8.6
	21/06/2019 return from perth to edinburgh	8.6
	25/06/2019 return from perth to ocean point	8.6
	27/06/2019 return from perth to ocean point	8.6
	01/07/2019 return from perth to ocean point	12.9
	02/07/2019 return from perth to ocean point	12.9
	25/06/2019 return from perth to ocean point	8.6
	29/05/2019 return from perth to glasgow	12.6
	12/06/2019 return from perth to Glasgow city centre	12.6
Vicki, Miller Total		1776.06
Grand Total		19208.3

CLAIM FOR DOMESTIC TRAVEL EXPENSE

PLEASE READ INSTRUCTIONS ON THE HUB BEFORE COMPLETING
ANY FORMS MISSING INFORMATION OR SIGNATURES WILL BE REJECTED

Private/leased Car Mileage Rates and other allowances

Project finder

Name	Malcolm Roughead
Department	Chief Executives office
Cost Centre	007-10-11
Date of claim	06-Dec-18
Office Location	Ocean Point One

Supplier No	
Invoice No	

Date	Details & purpose of journey, stating starting point, points of call, destination and description of expenses	Project No.	Non travel AC Code	Business Miles	Rate	£	Receipt No.	Flight cost £	Flight kms	Train Cost £	Train Kms	Ferry Cost £	Ferry kms	Bus Cost £	Taxi cost £ (net)	Lodgings £ (net)	Meals/other Travel £ (net)	Non Travel £ (net)	Hospitality £ (incl)	VAT	Total (inc. VAT)
23/10/2018	Glasgow Taxi: Transfer between Business Events mtg and Glasgow TLG mtg in Glasgow						1								10.00						10.00
25/10/2018	Taxi: Return to office following mtgs at St Andrews House & Scottish Parliament						2								10.00						10.00
21/11/2018	Sheraton Hotel: Parking charge during attendance at SCDI Board meeting						3								9.17					1.83	11.00
31/10/2018	Home > Fairmont St Andrews > office: Attendance at launch of SGTW by CabSec F Hyslop			101	0.140	14.28															14.28
05/11/2018	Office > Univ of S/clyde > home: Attendance at Univ of S/clyde EIC meeting			92	0.140	12.88															12.88
08/11/2018	Home > Aberlour (ret): Attendance at VS Board meeting			310	0.140	43.40															43.40
13/11/2018	Home > Univ of S/clyde > office: Attendance at Univ of S/clyde Staff Cmte meeting			92	0.140	12.88															12.88
16/11/2018	Home > Glasgow > office: Mtg w/Alex Hynes, ScotRail			92	0.140	12.88															12.88
22/11/2018	Office > SNH offices, Battleby > home: Speak at Shared Care Conference			95	0.140	13.30															13.30
28/11/2018	Home > Glasgow (ret): Attend mtgs of SG Tourism Levy and STA TLG mtg			84	0.140	11.76															11.76
29/11/2018	Home > Inverness (ret): Tea & Tourism events			324	0.140	45.36															45.36
				1191		166.74									29.17					1.83	197.74

NOTE : IF THE VAT CALCULATOR BUTTON DOES NOT WORK
DIVIDE ANY VAT INCLUSIVE CHARGE BY 6 (SIX)
TO DETERMINE THE AMOUNT OF VAT THEREIN

ERMileage

ERFlights

ERTrain

ERFerry

ERBus

ERTaxi

ERLodging

ERMeals

ERHosp

Less Advance	
Amount Due	197.74

CAR		FLIGHTS			TRAIN		FERRY				
Miles	Trips	Trips	kms	Shrt Haul	Long Haul	Trips	kms	Trips	kms	Bus Trips	Taxi Trips
1191	8	0	0	0	0	0	0	0	0	0	3

Finance Use Only	NET	VAT	Total
Cash returned			
Date checked:			
Cashier:			
Finance:			

I certify that:

- all expenditure has been incurred on VisitScotland business in accordance with the T & S Manual and guidelines
- I have included all business travel mileage undertaken during period
- I have returned the Authorised Driver Request Form - Self Declaration (if claiming vehicle expenses)

Signed:		Date:	6/12/18
Authorised by:		Date:	14/2/19
Authorisor (PRINT NAME)	KEN NEILSON		

CLAIM FOR DOMESTIC TRAVEL EXPENSE

PLEASE READ INSTRUCTIONS ON THE HUB BEFORE COMPLETING
ANY FORMS MISSING INFORMATION OR SIGNATURES WILL BE REJECTED

Private/leased Car Mileage Rates and other allowances

Project finder

Name	Malcolm Roughead
Department	Chief Executives office
Cost Centre	007-10-11
Date of claim	07-Feb-19
Office Location	Ocean Point One

Supplier No	
Invoice No	

Date	Details & purpose of journey, stating starting point, points of call, destination and description of expenses.	Project No.	Non travel AC Code	Business Miles	Rate	£	Receipt No	Flight cost £	Flight kms	Train Cost £	Train Kms	Ferry Cost £	Ferry kms	Bus Cost £	Taxi cost £ (net)	Lodgings £ (net)	Meals/other Travel £ (net)	Non Travel £ (net)	Hospitality £ (incl)	VAT	Total (inc. VAT)
07/12/2018	City of Edinburgh: Parking for Tourism Scotland Beyond 2020 Strategy Steering Group mtg						1										13.00				13.00
18/12/2018	Historic Scotland: Parking during mtg w/Annabel Ewing, MSP						2										3.00				3.00
19/12/2018	Historic Environment Scotland: Parking during mtg w/Annabel Ewing, MSP						3										4.00				4.00
27/12/2019	Gemini ARC: Excess cost for repair to lease vehicle						4											296.25	59.25		355.50
16/01/2019	Home (EH4 8EF) > V&A Dundee: Attendance at CEO Directorate Awayday (ret)			100	0.140	14.00															14.00
21/01/2019	Home > Richmond St, Glasgow: Attendance at Team Scotland Aviation meeting (ret)			84	0.140	11.76															11.76
24/01/2019	Home > Dunfermline: Attendance at VS Board meeting			26	0.140	3.64															3.64
25/01/2019	Home > Mansfield Hotel, Hawick: Attendance at SoSEP meeting (ret)			124	0.140	17.36															17.36
31/01/2019	Home > Richmond St, Glasgow: Attendance at Skills Devt Scotland mtg (ret)			84	0.140	11.76															11.76
06/02/2019	Home > Glasgow: Speak at UKInbound Conference (ret)			84	0.140	11.76															11.76
				502		70.28											20.00	296.25	59.25		445.78

RECEIVED
13 MAR 2019
FINANCE

NOTE : IF THE VAT CALCULATOR BUTTON DOES NOT WORK
DIVIDE ANY VAT INCLUSIVE CHARGE BY 6 (SIX)
TO DETERMINE THE AMOUNT OF VAT THEREIN

CAR		FLIGHTS			TRAIN		FERRY		BUS		TAXI
Miles	Trips	Trips	kms	Shrt Haul	Long Haul	Trips	kms	Trips	kms	Trips	Trips
502	6	0	0	0	0	0	0	0	0	0	0

Less Advance	
Amount Due	445.78

Finance Use Only	NET	VAT	Total
Cash returned			
Date checked:			
Cashier:			
Finance:			

I certify that:

- all expenditure has been incurred on VisitScotland business in accordance with the T & S Manual and guidelines
- I have included all business travel mileage undertaken during period
- I have returned the Authorised Driver Request Form - Self Declaration (if claiming vehicle expenses)

Signed: *[Signature]* Date: 7 Feb 2019

Authorised by: *[Signature]* Date: 13/3/19

Authorisor (PRINT NAME) *KEN NELSON*

CLAIM FOR DOMESTIC TRAVEL EXPENS

PLEASE READ INSTRUCTIONS ON THE HUB BEFORE COMPLETING ANY FORMS MISSING INFORMATION OR SIGNATURES WILL BE REJECTED

Private/leased Car Mileage Rates and other allowances

Project finder

Name	Malcolm Roughead
Department	Chief Executives office
Cost Centre	007-10-11
Date of claim	27-Mar-19
Office Location	Ocean Point One

Supplier No	
Invoice No	

Date	Details & purpose of journey, stating starting point, points of call, destination and description of expenses.	Project No.	Non travel AC Code	Business Miles	Rate	£	Receipt No.	Flight cost £	Flight kms	Train Cost £	Train kms	Ferry Cost £	Ferry kms	Bus Cost £	Taxi cost £ (net)	Lodgings £ (net)	Meals/other Travel £ (net)	Non Travel £ (net)	Hospitality £ (incl)	VAT	Total (inc. VAT)
16/01/2019	Dundee City Council: Parking in Dundee during CEO office awayday @ V&A						1										8.00			1.60	9.60
23/01/2019	City Cabs: Return to office following mtg w/CabSec F Hyslop						2								10.00						10.00
25/01/2019	Fife Council: Parking fee during VS Board mtg in Dunfermline						3										3.17			0.63	3.80
29/01/2019	HES: Parking at Holyrood Park during VS Parliamentary Reception						4										1.67			0.33	2.00
13/03/2019	Dynamic Earth: Parking charge during attendance at mtg w/F Hyslop, CabSec						5										3.75			0.75	4.50
14/02/2019	Mileage - Home > Cricton Hotel, Dumfries (ret): Attendance at SoS Board meeting			166	0.140	23.24															23.24
				166		23.24									10.00		16.59			3.31	53.14

RECEIVED
 26 APR 2019
 FINANCE

NOTE : IF THE VAT CALCULATOR BUTTON DOES NOT WORK DIVIDE ANY VAT INCLUSIVE CHARGE BY 6 (SIX) TO DETERMINE THE AMOUNT OF VAT THEREIN

ERMileage	ERFlights	ERTrain	ERFerry	ERBus	ERTaxi	ERLodging	ERMeals	ERHosp
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Less Advance	
Amount Due	53.14

CAR			FLIGHTS			TRAIN		FERRY			
Miles	Trips	Trips	kms	Shrt Haul	Long Haul	Trips	kms	Trips	kms	Bus Trips	Taxi Trips
166	1	0	0		0	0		0		0	1

Finance Use Only	NET	VAT	Total
Cash returned			
Date checked:			
Cashier			
Finance			

I certify that:

- all expenditure has been incurred on VisitScotland business in accordance with the T & S Manual and guidelines
- I have included all business travel mileage undertaken during period
- I have returned the Authorised Driver Request Form - Self Declaration (if claiming vehicle expenses)

Signed:  Date: 22/4/19

Authorised by:  Date: 24/4/19

Authorisor (PRINT NAME) KEN NEILSON

CLAIM FOR DOMESTIC TRAVEL EXPEN

PLEASE READ INSTRUCTIONS ON THE HUB BEFORE COMPLETING
ANY FORMS MISSING INFORMATION OR SIGNATURES WILL BE REJECTED

Private/leased Car Mileage Rates and other allowances

Project finder

Name	Malcolm Roughead
Department	Chief Executives office
Cost Centre	03-May-38
Date of claim	06-May-19
Office Location	Ocean Point One

Supplier No	
Invoice No	

Date	Details & purpose of journey, stating starting point, points of call, destination and description of expenses.	Project No.	Non travel AC Code	Business Miles	Rate	£	Receipt No	Flight cost £	Flight kms	Train Cost £	Train Kms	Ferry Cost £	Ferry kms	Bus Cost £	Taxi cost £ (net)	Lodgings £ (net)	Meals/other Travel £ (net)	Non Travel £ (net)	Hospitality £ (incl)	VAT	Total (inc. VAT)
02/04/2019	Reid's Café, Perth: Refreshment for MCR & C Warburton briefing mtg prior to mtg w/Council						1										7.75			1.55	9.30
02/05/2019	Subway, Glasgow: Lunch post Univ of S/clyde mtg						2										3.30				3.30
02/04/2019	Home > Perth (ret): Meeting w/CEO Perth & Kinross Council			96	0.140	13.44															13.44
10/04/2019	Home > SEC, Glasgow (ret): Attendance and activity at VS EXP			90	0.140	12.60															12.60
24/04/2019	Home > Dumfries House, Cumnock (ret): Ayrshire Economic Joint Cmte & P/ship Board induction			152	0.140	21.28															21.28
25/04/2019	Home > Fonab Castle Hill, Pitlochry (ret): VS Board Strategy Awayday			130	0.140	18.20															18.20
26/04/2019	Home > Glasgow (ret) Attend Tourism L/ship group meeting			130	0.140	18.20															18.20
				598		83.72											11.05			1.55	96.32

RECEIVED
 15 MAY 2019
 FINANCE

NOTE : IF THE VAT CALCULATOR BUTTON DOES NOT WORK
DIVIDE ANY VAT INCLUSIVE CHARGE BY 6 (SIX)
TO DETERMINE THE AMOUNT OF VAT THEREIN

ERMileage	ERFlights	ERTrain	ERFerry	ERBus	ERTaxi	ERLodging	ERMeals	ERHosp
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Less Advance	
Amount Due	96.32

CAR		FLIGHTS		TRAIN		FERRY	
Miles	Trips	Trips	kms Shrt Haul	Long Haul	Trips	kms	Trips
598	5	0	0	0	0	0	0

Finance Use Only	NET	VAT	Total
Cash returned			
Date checked:			
Cashier:			
Finance:			

I certify that:

- all expenditure has been incurred on VisitScotland business in accordance with the T & S Manual and guidelines
- I have included all business travel mileage undertaken during period
- I have returned the Authorised Driver Request Form - Self Declaration (if claiming vehicle expenses)

Signed: *[Signature]* Date: 6/5/19

Authorised by: *[Signature]* Date: 10/5/19

Authoriser (PRINT NAME) KEN NELSON

CLAIM FOR DOMESTIC TRAVEL EXPENSE

2 pages

PLEASE READ INSTRUCTIONS ON THE HUB BEFORE COMPLETING
ANY FORMS MISSING INFORMATION OR SIGNATURES WILL BE REJECTED

Private/leased Car Mileage Rates and other allowances

Project finder

Name	Paul Bush
Department	Events
Cost Centre	088-10-00
Date of claim	12-Mar-19
Office Location	OP

Supplier No	
Invoice No	

Date	Details & purpose of journey, stating starting point, points of call, destination and description of expenses	Project No.	Non travel AC Code	Business Miles	Rate	£	Receipt No	Flight cost £	Flight kms	Train Cost £	Train Kms	Ferry Cost £	Ferry kms	Bus Cost £	Taxi cost £ (net)	Lodgings £ (net)	Meals/Other Travel £ (net)	Non Travel £ (net)	Hospitality £ (incl)	VAT	Total (inc. VAT)
15/11/2018	Home (FK14 7JY) to Glasgow City Chambers (G2 1DU) for UCI meeting, then Hampden Stadium (G42 9BA) then home (48.6 + 3.4 - 52.8)			104.8	0.140	14.67															14.67
15/11/2018	Parking for above meeting at Glasgow City Chambers						1									6.00	✓				6.00
20/11/2018	Home (FK14 7JY) to Glasgow Technology Innovation Centre (G1 1RD) for attendance at Host Cities conference			97	0.140	13.58															13.58
21/11/2018	Home (FK14 7JY) to Glasgow Technology Innovation Centre (G1 1RD) for attendance at Host Cities conference			97	0.140	13.58															13.58
12/11/2018	Office (EH6 6JH) to The Sheraton Grand Hotel (EH3 9SR) for Thrive Business Lunch			3.5	0.140	0.49															0.49
12/12/2018	Home (FK14 7JY) to Gleneagles (PH3 1SD) for meeting with Diana Banks re Arena Project			14.2	0.140	1.99															1.99
13/12/2018	Home (FK14 7JY) to Hampden Stadium (G42 9BA) for SFA Euro 2020 meeting, then Front Page (G40 1DA) for meeting with Jackie Arnott-Raymond (52.8 + 3 + 49.2) then home			105	0.140	14.70															14.70
18/12/2018	Taxi - Home to Edinburgh airport for meeting with Ladies European Tour in London						2								55.00	✓					55.00
19/12/2018	Taxi Glasgow George Square to Hilton Hotel for PGA lunch						3								7.00	✓					7.00
02/01/2018	Home (FK14 7JY) to Helix (Falkirk, FK2 7ZT) for attendance at Fire & Light			43.8	0.140	6.13															6.13
07/01/2019	Home (FK 14 7JY) to Dundee for NTA nominations launch at V&A museum (DD1 4EZ)			86.8	0.140	12.15															12.15
07/01/2019	Parking for V&A NTA nominations launch in Dundee						4									4.00	✓				4.00
11/01/2019	Parking in Edinburgh city centre for meeting with Andrew Dixon						5									6.70	✓				6.70
11/01/2019	PB Coffees with Andrew Dixon						6									10.00	✓				10.00
11/01/2019	PB Coffees with Robbie Clyde and Andrew Dixon						6									4.25	✓		0.85	✓	5.10
15/01/2019	Taxi - Glendevon to Edinburgh airport for trip to London for Cathedral of Nature						7								50.00	✓					50.00
15/01/2019	Taxi from Glasgow airport to SEC for Warehouse						8								25.00	✓					25.00
16/01/2019	Office (EH6 6JH) to DeLoittes, Salthire Court (EH1 2DB) for Women's Tour Lunch			3.3	0.140	0.46															0.46
17/01/2019	Home (FK14 7JY) to Glasgow for attendance at Celtic Connection opening night (G2 3NY) plus parking			98	0.140	13.72	9									2.92	✓			0.58	17.22
	BALANCE CARRIED FORWARD																				
				653		91.47									137.00		33.87			1.43	263.77

NOTE : IF THE VAT CALCULATOR BUTTON DOES NOT WORK
DIVIDE ANY VAT INCLUSIVE CHARGE BY 6 (SIX)
TO DETERMINE THE AMOUNT OF VAT THEREIN

CAR		FLIGHTS		TRAIN		FERRY	
Miles	Trips	Trips	kms	Short Haul	Long Haul	Trips	kms
653	10	0	0	0	0	0	0

Less Advance	
Amount Due	263.77

Finance Use Only	NET	VAT	Total
Cash returned	76.22	15.25	
Date checked:			
Cashier:			
Finance:			

I certify that:
1. all expenditure has been incurred on VisitScotland business in accordance with the T & S Manual and guidelines
2. I have included all business travel mileage undertaken during period
3. I have returned the Authorised Driver Request Form - Self Declaration (if claiming vehicle expenses)

Signed: *Paul Bush* Date: 10/3/19
Authorised by: *[Signature]* Date: 13/3/19
Authoriser (PRINT NAME): *M ROUGHSEY*

checked AM 20/3/19

CLAIM FOR DOMESTIC TRAVEL EXPENSES

Page 2

PLEASE READ INSTRUCTIONS ON THE HUB BEFORE COMPLETING
ANY FORMS MISSING INFORMATION OR SIGNATURES WILL BE REJECTED

Private/leased Car Mileage Rates and other allowances

Project finder

Name	Paul Bush
Department	Events
Cost Centre	088-10-00
Date of claim	12-Mar-19
Office Location	OP

Supplier No	
Invoice No	

Date	Details & purpose of journey: starting starting point, points of call, destination and description of expenses.	Project No.	Non travel AC Code	Miles	Rate	£	Receipt No.	Flight Cost £	Flight Kms	Train Cost £	Train Kms	Ferry Cost £	Ferry Kms	Bus Cost £	Taxi cost £ (net)	Lodgings £ (net)	Hotel/Other Travel £ (net)	Non-Travel £ (net)	Hotel/Other £ (net)	VAT	Total (inc. VAT)
	BALANCE CARRIED FORWARD																				263.77
22/01/2019	Gatwick Express re meeting with UK Sport and attendance at NTA in London						10			17.80											17.80
23/01/2019	PB Breakfast at London City airport						11										5.35				5.35
24/01/2019	Home (FK14 7JY) to Dunfermline (Carnegie Library KY12 7NW) for VS Board meeting plus parking £3.90			33.6	0.140	4.70	12										3.90				8.60
24/01/2019	PB coffee with M. Roughead and A Grant at VS Board meeting						12										6.08		1.22		7.30
29/01/2019	Home to Dundee (V&A DD1 4EZ) for V&A Opening plus parking			86.8	0.140	12.15	13										6.00				18.15
07/02/2019	Home (FK14 7JY) to Glasgow (Emirates Arena G40 3HG) for UCI World Championships 2023			100.8	0.140	14.11															14.11
08/02/2019	PB Drinks with David Lappartient (President UCI), A Lanaya (MD UCI), A MacErnan (European Cycling), Billy Garrett (Glasgow Life), F Slevin (BCF) and R Clyde						14												27.33		27.33
08/02/2019	Parking re UCI Launch in Glasgow (no receipt, machine not working)																6.60				6.60
14/02/2019	Home (FK14 7JY) to Doubletree by Hilton at North Queensferry (KY11 1HP) for UCI planning meeting			51.8	0.140	7.25															7.25
15/02/2019	Home (FK14 7JY) to Glasgow (City Chambers G2 1DU) for UCI and EC2018 meetings			97.2	0.140	13.61															13.61
18/02/2019	Home to Edinburgh airport for FIFA 2030 meetings at Wembley London (2 taxis at £50 each)						15								100.00						100.00
19/02/2019	Home (FK14 7JY) to Stirling Council (FK8 2ET) for Simplyhealth Great Cross Country Meeting			47.8	0.140	6.69															6.69
28/02/2019	Home (FK14 7JY) to Hampden Park Stadium (G42 9BA) for Euro 2020 meeting			105.6	0.140	14.78															14.78
01/03/2019	Home (FK14 7JY) to Emirates Arena G40 3HG) for European Indoor Athletics Championships			100.8	0.14	14.11															14.11
02/03/2019	Home (FK14 7JY) to Emirates Arena G40 3HG) for European Indoor Athletics Championships			100.8	0.14	14.11															14.11
03/03/2019	Home (FK14 7JY) to Emirates Arena G40 3HG) for European Indoor Athletics Championships			100.8	0.14	14.11															14.11
06/03/2019	Home (FK14 7JY) to Gleneagles Hotel (PH3 1NF) for Solheim Cup Workshop			14.8	0.14	2.07															2.07
07/03/2019	Home (FK14 7JY) to Gleneagles Hotel (PH3 1NF) for Solheim Cup Workshop			14.8	0.14	2.07															2.07
08/03/2019	Office (EH6 6JH) to Stirling for World Wheelchair Curling Championships (FK8 1QZ) then FK14 7 JY			33	0.14	4.62															4.62
				919		128.60				17.80					100.00		27.93		27.33	1.22	566.63

NOTE : IF THE VAT CALCULATOR BUTTON DOES NOT WORK
DIVIDE ANY VAT INCLUSIVE CHARGE BY 6 (SIX)
TO DETERMINE THE AMOUNT OF VAT THEREIN

CAR			FLIGHTS		TRAIN		FERRY		Bus	Taxi	Lodging	ERM	ERM
Miles	Fribs	Tribs	kms	Shrt Haul	Long Haul	Tribs	kms	Tribs	kms	£	£	£	£
919	13		0		0	1		0		0			1

less Advance	
Amount Due	566.63

Finance Use Only	NET	VAT	Total
Cash returned	107.17	21.63	
Notes checked			
Cashier			
Finance			

I certify that:
1. all expenditure has been incurred on VisitScotland business in accordance with the T & S Manual and guidelines
2. I have included all business travel mileage undertaken during period

Signed: *Paul Bush* Date: 12/3/19
Authorised by: _____ Date: _____
Authoriser: _____

Re-imbusement of out-of-pocket expenses for out of hours home to office travel

Please note that these expenses are subject to tax so are paid through the payroll with your salary

Name	Paul Bush
Department	Events
Cost Centre	088-10-00
Date of claim	12/03/2019
Office Location	OP

This form should be forwarded to the Payroll section, Finance, Ocean Point

Date	Reason for out of hours travel to office	From	To	Business Miles	Rate	£	Receipt No.	Train Cost £	Ferry Cost £	Bus Cost £	Taxi cost £	Tax gross up	Total
15/11/2018	Home to Prestonfield House, Thistle Regional Awards	FK14 7JY	EH16 5UT	78.8	£0.14	11.03						2.76	10.79 11.03
30/11/2018	Home to Edinburgh, Torchlight Procession	FK14 7JY	EH1 5YJ	75.4	£0.14	10.56						2.04	10.20 10.56
													21.59 ✓
												TOTAL DUE	21.99

I certify that all expenses claimed were paid by me on VisitScotland business

Signature	<i>Paul Bush 10/3/19</i>
-----------	--------------------------

Level 1 Authorisor	Name	<i>M. R. ...</i>
	Signature	<i>[Signature]</i>

Payroll checked	
Date	

This should be your Head of Department and Director. Heads of Department should have this authorised by their director and CE, directors by the Director of Corporate Services and the CE.

Level 2 Authorisor	Name	
	Signature	

AM 20/3/19

11-170402-5331-1-99-999

CLAIM FOR DOMESTIC TRAVEL EXPENSES

PLEASE READ INSTRUCTIONS ON THE HUB BEFORE COMPLETING
ANY FORMS MISSING INFORMATION OR SIGNATURES WILL BE REJECTED

Name	Paul Bush
Department	Events
Cost Centre	088-10-00
Date of claim	30-May-19
Office Location	OP

Supplier No	
Invoice No	

Private/leased Car Mileage Rates and other allowances **Project finder**

Date	Details & purpose of Journey, stating starting point, points of call, destination and description of expenses.	Project No.	Non travel AC Code	Business		Receipt No.	Flight cost	Flight kms	Train Cost	Train Kms	Ferry Cost	Ferry kms	Bus Cost	Taxi cost	Lodgings	Meals/other Travel	Non Travel	Hospitality	VAT	Total
				Miles	Rate															
18/03/2019	Parking - Edinburgh city centre - lunch with Colin Edgar (Glasgow Life) re UCI					1										7.10				7.10
21/03/2019	Home (FK14 7JY) to Glasgow for Eventlit conference at SEC (G3 8YW) and meeting with Billy Garrett (Glasgow Life)	RIN		103.8	0.14	14.53														14.53
21/03/2019	Coffee with Billy Garrett re above meeting					2												7.38	1.47	8.85
21/03/2019	Taxi - George Square to SEC (Eventlit)					3							9.00							9.00
29/03/2019	Home (FK14 7JY) to Stirling for meeting with Bruce Crawford MSP at his Stirling Constituency (FK7 7RA)	11		48.8	0.14	6.83														6.83
01/04/2019	Home (FK14 7JY) to St. Andrews for meeting with Alan Grant and The R&A (KY16 9JD)	11		76.8	0.14	10.75														10.75
01/04/2019	Parking in St Andrews for above meeting					4									2.20					2.20
10/04/2019	Home (FK14 7JY) to Glasgow SEC (G3 8YW) for attendance at Expo and meeting with Colin Edgar re UCI	11		103.8	0.14	14.53														14.53
10/04/2019	Parking for above meeting with Colin Edgar					5									5.00					5.00
17/04/2019	Home (FK14 7JY) to Hampden Park (G42 9BA) for Euro 2020 Board meeting	11		105.8	0.14	14.81														14.81
15/05/2019	Home (FK14 7JY) to TECa (Aberdeen) for MTV meeting	11		222	0.14	31.08														31.08
20/05/2019	Home (FK14 7JY) to 11 George Square, G2 1DY for UCI All Strategic Partners meeting	11		97.2	0.14	13.61														13.61
17/04/2019	UCI Conference call on personal mobile					7											8.39			8.39
25/05/2019	Home to Celtic Park for attendance at Guinness Pro Final	11		100.8	0.14	14.11														14.11
BALANCE CARRIED FORWARD				859		120.26							9.00		14.30		8.39	7.38	1.47	160.79

NOTE : IF THE VAT CALCULATOR BUTTON DOES NOT WORK
DIVIDE ANY VAT INCLUSIVE CHARGE BY 6 (SIX)
TO DETERMINE THE AMOUNT OF VAT THEREIN

ERMileage	ERFlights	ERTrain	ERFerry	ERBus	ERTaxi	ERLodging	ERMeals	ERHosp
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Less Advance	
Amount Due	160.79

CAR		FLIGHTS		TRAIN		FERRY				
Miles	Trips	Trips	kms Shrt Haul	Long Haul	Trips	kms	Trips	kms	Bus Trips	Taxi Trips
859	8	0	0	0	0		0		0	1

A. Muir 10/6/19.

Finance Use Only	NET	VAT	Total
Cash returned	100.22	20.04	
Date checked			
Cashier			
Finance			

I certify that:
1. all expenditure has been incurred on VisitScotland business in accordance with the T & S Manual and guidelines
2. I have included all business travel mileage undertaken during period

Signed: *Paul Bush* Date: 30/5/19
Authorised by: *[Signature]* Date: 3/6/19
Authoriser: *M ROUSSEAU*

Passenger	Dep Date	Return Date	Destination	Fare	Charge Description	Flying Hour	Description
BUSH/PAULMR	15/01/2019	15/01/2019	LONDON HEATHROW	60.00	EMD CHARGE	2 HRS 55 MINS	Meeting with Marshmallow Laser Feast Company, attend Cathedral of Nature at Saatchi Gallery and Commonwealth Games Federation meeting - London
BUSH/PAULMR	15/01/2019	15/01/2019	LONDON HEATHROW	87.50	AIRLINE TICKET RE-ISSUE F	2 HRS 55 MINS	Meeting with Marshmallow Laser Feast Company, attend Cathedral of Nature at Saatchi Gallery and Commonwealth Games Federation meeting - London
BUSH/PAULMR	20/02/2019	21/02/2019	Premier Inn London County Hall	160.00	HOTEL RESERVATION - VATTABLE		Brit Awards and meeting with UK Sport - London
BUSH/PAULMR	20/02/2019	21/02/2019	Premier Inn London County Hall	7.20	HOTEL RESERVATION - BOOKING FEE		Brit Awards and meeting with UK Sport - London
BUSH/PAULMR	20/02/2019	21/02/2019	Premier Inn London County Hall	7.20	HOTEL INVOICE ACCEPTANCE FEE		Brit Awards and meeting with UK Sport - London
BUSH/PAULMR	22/01/2019	23/01/2019	Premier Inn London County Hall	157.00	HOTEL RESERVATION - VATTABLE		Attend and host guests at National TV Awards and meeting with UK Sport - London
BUSH/PAULMR	22/01/2019	23/01/2019	Premier Inn London County Hall	7.20	HOTEL RESERVATION - BOOKING FEE		Attend and host guests at National TV Awards and meeting with UK Sport - London
BUSH/PAULMR	22/01/2019	23/01/2019	Premier Inn London County Hall	7.20	HOTEL INVOICE ACCEPTANCE FEE		Attend and host guests at National TV Awards and meeting with UK Sport - London
BUSH/PAULMR	22/01/2019	23/01/2019	LONDON GATWICK	180.56	SCHEDULED FLIGHT	2 HRS 45 MINS	Attend and host guests at National TV Awards and meeting with UK Sport - London
BUSH/PAULMR	05/02/2019	05/02/2019	LONDON CITY	375.56	SCHEDULED FLIGHT	2 HRS 50 MINS	UK Event Coordination Group and Origin meeting - London
CLYDE/ANTONYRO	05/02/2019	05/02/2019	LONDON CITY	375.56	SCHEDULED FLIGHT	2 HRS 50 MINS	UK Event Coordination Group and Origin meeting - London
BUSH/PAULMR	07/02/2019	08/02/2019	The Principal Blythswood Squar	192.00	HOTEL RESERVATION - VATTABLE		Dinner with UCI in Glasgow pre 2023 World Championships launch
BUSH/PAULMR	07/02/2019	08/02/2019	The Principal Blythswood Squar	7.20	HOTEL RESERVATION - BOOKING FEE		Dinner with UCI in Glasgow pre 2023 World Championships launch
BUSH/PAULMR	07/02/2019	08/02/2019	The Principal Blythswood Squar	7.20	HOTEL INVOICE ACCEPTANCE FEE		Dinner with UCI in Glasgow pre 2023 World Championships launch
BUSH/PAULMR	22/04/2019	13/05/2019	BRISBANE	3662.40	SCHEDULED FLIGHT	45 HRS 35 MINS	Attendance at the annual International sportaccord convention in Brisbane
CLYDE/ANTONYRO	24/04/2019	10/05/2019	MELBOURNE	4256.30	SCHEDULED FLIGHT	45 HRS 5 MINS	Meetings in Melbourne to coincide with sportaccord convention in Brisbane
BUSH/PAULMR	15/04/2019	16/04/2019	GENEVA	591.68	SCHEDULED FLIGHT	6 HRS 30 MINS	Meeting with UCI in Geneva re 2023 contract
CLYDE/ANTONYRO	03/05/2019	03/05/2019	BRISBANE	217.20	FLIGHT	2 HRS 10 MINS	Attendance at sportaccord
CLYDE/ANTONYRO	25/04/2019	03/05/2019	Quay West Suites Melbourne - M	1242.48	HOTEL RESERVATION - ZERO RATED		Meetings in Melbourne
CLYDE/ANTONYRO	25/04/2019	03/05/2019	Quay West Suites Melbourne - M	7.20	HOTEL RESERVATION - BOOKING FEE		Meetings in Melbourne
CLYDE/ANTONYRO	25/04/2019	03/05/2019	Quay West Suites Melbourne - M	7.20	HOTEL INVOICE ACCEPTANCE FEE		Meetings in Melbourne
BUSH/PAULMR	17/07/2019	19/07/2019	BELFAST INTL	132.82	SCHEDULED FLIGHT	1 HRS 40 MINS	The Open in Portrush Northern Ireland - return flights for both Paul Bush and Alan Grant
BUSH/PAULMR	16/05/2019	16/05/2019	BELFAST INTL	79.77	SCHEDULED FLIGHT	0 HRS 50 MINS	Devolved Administration meeting in Belfast- single flight
BUSH/PAULMR	17/05/2019	17/05/2019	EDINBURGH	74.32	SCHEDULED FLIGHT	0 HRS 55 MINS	Devolved Administration meeting in Belfast- single flight
CLYDE/ANTONYRO	03/05/2019	03/05/2019	BRISBANE	44.86	SEAT / BAGGAGE CHARGE	2 HRS 10 MINS	Attendance at sportaccord
BUSH/PAULMR	23/05/2019	23/05/2019	EDINBURGH	562.62	SCHEDULED FLIGHT	3 HRS 5 MINS	Commercial workshop with UCI in Geneva re 2023 contract
CLYDE/ANTONYRO	23/05/2019	23/05/2019	EDINBURGH	601.82	SCHEDULED FLIGHT	3 HRS 0 MINS	Commercial workshop with UCI in Geneva re 2023 contract
BUSH/PAULMR	22/05/2019	22/05/2019	GENEVA	174.66	SCHEDULED FLIGHT	2 HRS 15 MINS	Commercial workshop with UCI in Geneva re 2023 contract
CLYDE/ANTONYRO	22/05/2019	22/05/2019	GENEVA	194.86	SCHEDULED FLIGHT	2 HRS 15 MINS	Commercial workshop with UCI in Geneva re 2023 contract
BUSH/PAULMR	29/05/2019	29/05/2019	LONDON CITY	367.06	SCHEDULED FLIGHT	3 HRS 10 MINS	UK Event Coordination Group and meeting with Origin Sport Group - London
CLYDE/ANTONYRO	29/05/2019	29/05/2019	LONDON CITY	367.06	SCHEDULED FLIGHT	3 HRS 10 MINS	UK Event Coordination Group and meeting with Origin Sport Group - London
BUSH/PAULMR	11/06/2019	11/06/2019	CARDIFF	143.30	SCHEDULED FLIGHT	2 HRS 30 MINS	Devolved Government meeting - Cardiff
BUSH/PAULMR	25/06/2019	25/06/2019	LONDON CITY	332.93	SCHEDULED FLIGHT	3 HRS 5 MINS	Cricket World Cup at Lords, London