



Director: Jo Noakes
 Position: Director of Workforce Development

Expenses covering period: 1 October to 31 December 2019

| Date | Start point and destination | Purpose | Travel (all air and rail travel is at standard class or equivalent) | | | | | Other (inc hospitality) | Method of Payment eg, cash, tRIPS | Total Cost £ |
|---------------------|---|--|---|--------|------------------|------|--------------|-------------------------|-----------------------------------|--------------|
| | | | Air | Rail | Cost £s | | | | | |
| | | | | | Hire car/ petrol | Taxi | Accom/ Meals | | | |
| 25/11/19 | London to Darlington | Train required. Attended SMT and Change Programme session at HH on 26/11/19 | | 158.25 | | | | | tRIPS | 158.25 |
| 26/11/19 | Harrogate | Hotel required for attendance at Change Programme session at Harrogate on 27/11/18 | | | | | 89.00 | | Enterprise | 89.00 |
| 26/11/19 – 28/11/19 | Harperley to Harrogate to Ryton to Bexley | Hire car required to drive from Harperley to Harrogate, to Ryton and to Bexley. Attendance at Ryton to deliver session at CPD event on 28/11/19. | | | 70.45 | | | | tRIPS | 70.45 |
| 11/12/19 – 12/12/19 | London to Harrogate | Train required. Attendance at WDSMT on 11/12/19 at Harrogate. Hotel required. | | 96.25 | | | 89.00 | | tRIPS | 185.25 |