

FY23/24	Trans.date	Acc(T)	Description	Amount	Type of Cost
202401	13/07/2023	Conference Registration Fees - Staff	UUK Annual Conference	£395.00	
202401	20/07/2023	UK Travel	Return train tickets to Manchester for UUK Annual Conference	£155.00	
202401	25/07/2023	UK Subsistence	Hotel Accommodation for UUK Annual Conference	£194.24	
202402	31/07/2023	Overseas Travel	China Flights	£1,582.41	
202403	05/10/2023	Overseas Subsistence	Hotel Accommodation for Beijing Hotel Accommodation	£334.09	
202403	07/09/2023	Overseas Travel	Air France GDG Trans. Fee	£10.00	
202403	08/09/2023	Overseas Travel	China Flight Refund	-£662.31	
202403	31/10/2023	Software Licences	Renewal FY 23/24 Adobe VIP Agreement	£110.65	
202403	07/09/2023	Computer Equipment under £10K	Replacement Ipad as old one no longer working	£1,108.00	
202403	15/09/2023	Overseas Travel	Internal train fare within China	£25.00	
202403	12/09/2023	Overseas Travel	China Flight Seat Reservation	£42.48	
202403	12/09/2023	Overseas Travel	China Flight Seat Reservation	£27.69	
202403	12/09/2023	Overseas Travel	China Flight Seat Reservation	£9.79	
202404	30/11/2023	Photocopying & Printing	Business Cards order for VC	£43.00	
202404	13/10/2023	UK Travel	Yellow Cars Limited Taxi Journeys x 3	£373.20	
202404	17/10/2023	Conference Registration Fees - Staff	UUK Mid Term VC Programme	£325.00	
202404	23/10/2023	Overseas Travel	Internal Train in China	£214.00	
202404	03/11/2023	Overseas Subsistence	Hotel Accommodation X'ian	£191.16	
202405	08/11/2023	UK Subsistence	Hotel Accommodation following British Museum Trustees Dinner as London engagement in HoC (am)	£207.23	
202405	08/11/2023	Overseas Subsistence	Gray Dawes Group GDG Transaction Fee	£10.00	
202405	27/10/2023	UK Travel	Return Train Travel to Exeter for MOAP Meeting	£87.68	
Total Spend (Q1 & Q2)				£4,783.31	

N.B. The University of Reading does not provide a car or driver for the Vice-Chancellor. In accordance with our Travel and Other Expenses, Benefits, Hospitality and Gifts Policy, the Vice-Chancellor uses public transport wherever possible. On occasion the Vice-Chancellor will use taxis due to the nature or the time of the journey. The invoices are often for multiple journeys.

The report shows the transaction date on which expenses were repaid and so on occasion the report may include costs relating to expenses in a different quarter.