

| Date                     | Event title                                                                    | Travel from   | Travel to     | Mode of transport/class | Transport Costs | Subsistence /Meals | Accommodation Name        | Accommodation Cost | Conference Fee  | Exchange Rate |
|--------------------------|--------------------------------------------------------------------------------|---------------|---------------|-------------------------|-----------------|--------------------|---------------------------|--------------------|-----------------|---------------|
| <b>JUNE</b>              |                                                                                |               |               |                         |                 |                    |                           |                    |                 |               |
| 03/06/2026               | UUK annual conference booking self, DVC&P, PVC (Research), PVC (International) |               |               |                         |                 |                    |                           |                    | £1,450.00       |               |
| 04/06/2026               | Train fare - visit to OU                                                       | Stoke         | Milton Keynes | Train                   | £61.50          |                    |                           |                    |                 |               |
| 04/06/2026               | Train fare - New Vice-Chancellor's Group                                       | Milton Keynes | London        | Train                   | £25.30          |                    |                           |                    |                 |               |
| 05/06/2026               | Train fare - New Vice-Chancellor's Group                                       | London        | Stoke         | Train                   | £112.80         |                    |                           |                    |                 |               |
| 04/06/2026               | Overnight accommodation in London                                              |               |               |                         |                 |                    | Premier Inn London Euston | £235.96            |                 |               |
| 09/06/2026               | Taxi fare - UUK Future Innovators Reception                                    | Keele         | Stoke         | Taxi                    | £10.10          |                    |                           |                    |                 |               |
| 09/06/2026               | Return Train fare - UUK Future Innovators Reception                            | Stoke         | London        | Train                   | £49.40          |                    |                           |                    |                 |               |
| 15/06/2026               | Return Train fare - ResearchPlus Board meeting & Dinner                        | Stoke         | London        | Train                   | £53.40          |                    |                           |                    |                 |               |
| 15/06/2026               | Taxi fare - ResearchPlus Board meeting & Dinner                                | Stoke         | Keele         | Taxi                    | £12.20          |                    |                           |                    |                 |               |
| 29/06/2026               | Return Train fare - HEPI/Elsevier Roundtable Dinner                            | Stoke         | London        | Train                   | 144.70          |                    |                           |                    |                 |               |
| 29/06/2026               | Taxi fare - HEPI/Elsevier Roundtable Dinner                                    | Stoke         | Keele         | Taxi                    | 12.20           |                    |                           |                    |                 |               |
| <b>TOTALS FOR JUNE</b>   |                                                                                |               |               |                         | <b>£481.60</b>  | <b>£0.00</b>       |                           | <b>£235.96</b>     | <b>1,450.00</b> |               |
| <b>JULY</b>              |                                                                                |               |               |                         |                 |                    |                           |                    |                 |               |
| <b>TOTALS FOR JULY</b>   |                                                                                |               |               |                         | <b>£0.00</b>    |                    |                           | <b>£0.00</b>       |                 |               |
| <b>AUGUST</b>            |                                                                                |               |               |                         |                 |                    |                           |                    |                 |               |
| 04/08/2026               | Lunch with Chancellor at Courtyard Marriott Hotel                              |               |               |                         |                 | £49.50             |                           |                    |                 |               |
| 12/08/2026               | Shop Local visit                                                               | Keele         | Hanley        | Taxi                    | £12.94          |                    |                           |                    |                 |               |
| <b>TOTALS FOR AUGUST</b> |                                                                                |               |               |                         | <b>£12.94</b>   | <b>£49.50</b>      |                           | <b>£0.00</b>       | <b>0.00</b>     |               |