

**Management Board Expenses**  
January - March 2016

Version 3

NAME	EXPENDITURE DATE	PURPOSE	MODE OF TRAVEL			ACCOMMODATION	HOSPITALITY	OTHER	TOTAL
			AIR	RAIL	TAXI/CAR				
			£	£	£	£	£	£	
<b>David Beamish</b> <i>Clerk of the Parliaments</i>									
								<b>Nil Return</b>	
<b>Ed Ollard</b> <i>Clerk Assistant</i>									
*	18 - 28 March 2016	Flights in relation to attendance at the Association of Secretaries General of Parliaments in Lusaka	2,535.91					<b>2,535.91</b>	
	18 - 28 March 2016	Travel insurance purchased in relation to attendance at the Association of Secretaries General of Parliaments in Lusaka					29.96	<b>29.96</b>	
*	18 - 28 March 2016	Cash for subsistence costs in relation to attendance at the Association of Secretaries General of Parliaments in Lusaka					249.71	<b>249.71</b>	
<b>Simon Burton</b> <i>Reading Clerk and Clerk of the Overseas Office</i>									
	08 - 15 January 2016	Travel insurance purchased in relation to attendance at Conference of Speakers and Presiding Officers of the Commonwealth, Malaysia					45.14	<b>45.14</b>	
	14 - 15 February 2016	Airport parking and overnight accommodation to attend Meeting of EU Secretaries General Conference in Luxembourg				116.37	41.00	<b>157.37</b>	
<b>Lieutenant- General David Leakey CMG CBE MA</b> <i>Gentleman Usher of the Black Rod</i>									
								<b>Nil Return</b>	
<b>Andrew Makower</b> <i>Finance Director</i>									
	15 - 23 January 2016	Travel insurance and travel costs in relation to attendance at the Australia & New Zealand Association of Clerks-at-the-Table (ANZACATT) seminar		6.60			51.64	<b>58.24</b>	
*	15 - 23 January 2016	Accommodation and subsistence in relation to attendance at the Australia & New Zealand Association of Clerks-at-the-Table (ANZACATT) seminar				492.40	9.37	<b>501.77</b>	
<b>Tom Mohan</b> <i>Director of Human Resources</i>									
	25 - 26 February 2016	Attendance at a meeting of the the Inter-Parliamentary Corporate Contact Group, Cardiff		77.00	7.00	212.00	5.00	<b>301.00</b>	
<b>Elizabeth Hallam Smith</b> <i>Director of Information Services and Librarian</i>									
								<b>Nil Return</b>	

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			AIR	RAIL	TAXI/CAR				
			£	£	£	£	£	£	
<b>Carl Woodall</b> <i>Director of Facilities</i>									
	07 March 2016	Lunch with Charlotte Simmonds (House of Commons Governance Office), Josie Murray (Heritage Adviser, HSI) and Jay Newton (Estates Manager, HSI)					58.00	<b>58.00</b>	
	09 March 2016	Lunch with Charlotte Simmonds (House of Commons Governance Office) and Liz Garlinge (HS2)					40.50	<b>40.50</b>	
	10 March 2016	Lunch with Charlotte Simmonds (House of Commons Governance Office) and Corin Robertson (FCO)					49.50	<b>49.50</b>	
	14 March 2016	Lunch with Martin Low (Westminster City Council) and Brian Finnimore (Parliamentary Director of Estates)					74.60	<b>74.60</b>	
<b>Rob Greig</b> <i>Director of PDS</i>									
								<b>Nil Return</b>	

\* corporate credit card transaction

## STATEMENT FOR E C OLLARD

BARCLAYCARD COMMERCIAL  
PO BOX 4000  
SAFFRON ROAD  
WIGSTON LE18 9EN

Tel: 0800 008 008  
Outside UK: +44 1604 269452  
Fax: 01642 663636  
Online: [www.barclaycard.co.uk/commercial](http://www.barclaycard.co.uk/commercial)

Company reference:  
Card number:  
Statement date:  
Page number:  
Monthly spend limit:  
Your reference:

5 March 2016  
11 of 18

Date	Description	VAT	Amount
26 Feb 2016	EXPEDIA 111143396495 . EXPEDIA CO UK 290274929326 TRAVEL AGENCIES	(N)	2,535.91
<b>1 new purchases / cash advances. Total of spending.</b>			<b>£2,535.91</b>

E = Evidence for VAT reclaim; N = Not evidence. (For further information, please refer to the VAT reports sent to your card administrator.)

MR E C OLLARD  
FINANCE DEPARTMENT  
HOUSE OF LORDS  
MILLBANK HOUSE  
WESTMINSTER  
SW1A 0PW

## STATEMENT FOR A MAKOWER

BARCLAYCARD COMMERCIAL  
 PO BOX 4000  
 SAFFRON ROAD  
 WIGSTON LE18 9EN

Tel: 0800 008 008  
 Outside UK: +44 1604 269452  
 Fax: 01642 663636  
 Online: [www.barclaycard.co.uk/commercial](http://www.barclaycard.co.uk/commercial)

Company reference:  
 Card number:  
 Statement date:  
 Page number:  
 Monthly spend limit:  
 Your reference:

5 February 2016  
 11 of 18

Date	Description	VAT	Amount
17 Jan 2016	AIRPORT RETAIL ENTER MASCOT	(N)	2.45
190174940526	EATING PLACES, RESTAURANTS 4.90 AUSTRALIAN DOLLAR, Ref exch rate 2.0000; Includes 2.95% Forex fee of £0.07	(N)	2.90
21 Jan 2016	Rydges Wellington Wellington	(N)	489.50
210174616586	LODGING, HOTELS, MOTELS, RESORTS	(N)	6.92
22 Jan 2016	RYDGES WELLINGTON WELLINGTON	(N)	
250174921026	LODGING, HOTELS, MOTELS, RESORTS 1,026.12 NEW ZEALAND DOLLAR, Ref exch rate 2.0963; Includes 2.95% Forex fee of £14.03	(N)	
22 Jan 2016	SFS SIA EBOYS 9272 MASCOT	(N)	
250174564456	CATERERS 13.60 AUSTRALIAN DOLLAR, Ref exch rate 1.9653; Includes 2.95% Forex fee of £0.20	(N)	
<b>4 new purchases / cash advances. Total of spending.</b>			<b>£501.77</b>

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MR A MAKOWER  
 FINANCE DEPARTMENT  
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 WESTMINSTER  
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