

**Management Board Expenses
January - March 2012**

NAME	EXPENDITURE DATE	PURPOSE	MODE OF TRAVEL			N	HOSPITALITY	OTHER	TOTAL
			AIR	RAIL	TAXI/CAR				
			£	£	£	£	£	£	
David Beamish <i>Clerk of the Parliaments</i>									
								Nil Return	
Ed Ollard <i>Clerk Assistant</i>									
								Nil Return	
Rhodri Walters <i>Reading Clerk and Clerk of the Overseas Office</i>									
	December 2011	Lord Speaker's official Christmas cards					134.10	134.10	
	5 - 6 February 2012	Expenses relating to the attendance at the Meeting of Secretaries General of EU Parliaments in Warsaw, Poland		5.30	25.00			30.30	
*	5 - 6 February 2012	Expenses relating to the attendance at the Meeting of Secretaries General of EU Parliaments in Warsaw, Poland				80.02	125.12	205.14	
Lieutenant- General David Leakey CMG CBE MA <i>Gentleman Usher of the Black Rod</i>									
	24 January 2012	Attending a Diamond Jubilee Planning Meeting at Buckingham Palace			10.40			10.40	

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Andrew Makower <i>Finance Director</i>									
	23 - 27 January 2012	Attending ANZACATT professional development seminar in Melbourne, Australia		5.80				58.93	64.73
Tom Mohan <i>Director of Human Resources</i>									
									Nil Return
Elizabeth Hallam Smith <i>Director of Information Services and Librarian</i>									
									Nil Return
Carl Woodall <i>Director of Facilities</i>									
	19 January 2012	Thank you lunch for Deputy Master of the Royal Household with Tim Lamming						130.20	130.20
	31 January 2012	Dinner with Fiona Smith and Charles Hofton while visiting European Parliament						59.15	59.15
	20 March 2012	Dinner with visitor from Canadian Senate Facilities Department						37.00	37.00

* corporate credit card transaction



Corporate Card

STATEMENT OF ACCOUNT

MR RHODRI H WALTERS
Credit Card Manager
House Of Lords
Finance Department
London
SW1A 0PW

PLEASE QUOTE THIS CARD NUMBER
IN ALL CORRESPONDENCE

Commercial Cards Division
Cards Customer Services
PO Box 5747
SOUTHEND-ON-SEA SS1 9AJ
Telephone: 08709093702
Facsimile: 01702278312
8am - 6pm Monday-Friday
9am - 1pm Saturday

Statement date
8 December 2011

Credit Limit £

POST DATE	TRAN DATE	BANK REFERENCE	NAME/DESCRIPTION	TRANSACTION VALUE
22 NOV	17 NOV	75358454	WP-IMPRESS PUBLISH CANTERBURY	134.10
TOTAL				£ 134.10



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Statement date
8 February 2012

Credit Limit £

Company Number: [REDACTED]

POST DATE	TRAN DATE	BANK REFERENCE	NAME/DESCRIPTION	TRANSACTION VALUE
06 FEB	05 FEB	500000165	TRAVELEX LHR T1 HOUNSLOW	121.53
06 FEB	06 FEB	500000165	CASH ADVANCE FEE	3.59
08 FEB	06 FEB	36497184	SHERATON WARSZAWA 387.99 PLN EXCHANGE RATE 4.848662	80.02
TOTAL				£ 205.14

