



Staff Expenses 2023-2024 (August 2023 – July 2024)

Personal details:

Name	Position
Anthony Forster	Vice-Chancellor

Date incurred (DD month)	Amount £	Expense type	Reason for expenditure
30.8.2023	£191.25	Subsistence	Dinner at Wivenhoe House Hotel with 3 visitors from Dublin City University*
6.9.2023	£714.12	Flight	Return Flight Economy class from LHR to Larnaca Airport to attend YUFE Strategic Council Meeting*
6.9.2023	£278.66	Accommodation	Semeli Hotel 3-star rating, Nicosia, Standard Room (3 nights)*
6.9.2023	£30.05	Subsistence	Breakfast/Lunch at Heathrow Airport for 2 people*
6.9.2023	£51.09	Taxi	Taxi from Larnaca Airport to Semeli Hotel, Nicosia, and on to organised YUFE dinner reception with one other colleague*
8.9.2023	£8.51	Taxi	Taxi from University of Cyprus to Hotel Semeli with 2 other colleagues*
8.9.2023	£7.66	Taxi	Taxi from restaurant to Hotel Semeli*

9.9.2023	£42.57	Taxi	Taxi from Semeli Hotel to Larnaca Airport for x 3 people*
9.9.2023	£25.61	Subsistence	Lunch at Larnaca Airport for x2 people*
6.9.2023	£45.46	Visa	Payment for VISA for Advanced Institutional Visit to Jordan from 30 Sept 2023 to 1st Oct 2023*
12.9.2023	£114.74	Visa	Payment for VISA for Advanced Institutional Visit to Saudi Arabia from 2 to 6 Oct 2023*
30.9.2023	£383.25	Taxi	Taxi for x 3 people pick up from different locations to Heathrow and return*
30.9.2023	£248.30	Flight	Return Royal Jordanian Flight Business class from LHR to Qatar - Advanced Institutional Visit Jordan and Saudi Arabia*
30.9.2023	£151.25	Hotel	Amman Marriott Hotel 5-star rating (1 night) *
1.10.2023	£360.50	Flight	Flight Saudi Arabian Airlines Economy Class from Aman to Riyadh - Advanced Institutional Visit*
1.10.2023	£335.51	Hotel	Voco Riyadh Hotel 5-star rating (2 nights) - Advanced Institutional Visit*
3.10.2023	£129.00	Flight	Flight Saudi Arabian Flight Riyadh to Jeddah Economy Class - Advanced Institutional Visit*
4.10.2023	£319.36	Hotel	Radisson Blu Hotel Jeddah 5-star rating (2nights) - Advanced Institutional Visit*
24.10.2023	£73.50	Taxi	Taxi from Lake House to Stansted Airport for Advanced Institutional Visit to India*
24.10.2023	£2,251.46	Flight	Flight Emirates Business Class from London Stansted to Chennai - Advanced Institutional Visit*

24.10.2023	£132.28	Hotel	Radisson Blu Grt Chennai 5-star rating (1 night) - Advanced Institutional Visit*
25.10.2023	£171.64	Hotel	The Leela Mumbai 5-star rating (1 night) - Advanced Institutional Visit*
27.11.2023	£8.50	Train	Attended Council Meeting at Southend campus and boarded train from Southend Victoria to London to attend S10 VC dinner*
27.11.2023	£32.40	Train	Return train journey from Liverpool Street to Colchester from S10 VC dinner*
27.11.2023	£12.60	Taxi	Taxi to collect from Colchester North Station to Lake House after S10 VC dinner*
11.1.2024	£25.20	Taxi	Taxi to take and collect from Colchester North Station to attend the Eastern Arc Board Meeting and signing of MoU*
11.1.2024	£65.10	Train	Return Train standard fare from Colchester North Station to Liverpool Street station to attend the Eastern Arc Board Meeting and signing of MoU*
13.1.2024	£336.00	Taxi	Return taxi from Lake House to London Heathrow x 2 passengers from visit to China and Hong Kong for prospect meetings and Alumni Event*
13.1.2024	£2,021.79	Flight	Flight Air China Business Class from London Heathrow to Xi'an for institutional meetings*
14.1.2024	£182.85	Hotel	JW Marriott 5 star rating (2 nights Xi'an to attend institutional meetings*
16.1.2024	£124.62	Flight	Flight Cathay Pacific Economy Light from Xi'an to Hong Kong*
16.1.2024	£629.61	Hotel	The Park Lane Hong Kong Pullman Hotel 4 star rating (3 nights) to attend prospect meetings and Alumni event*

16.1.2024	£96.13	Taxi	Taxi from Hong Kong airport to Park Lane Pullman Hotel *
19.1.2024	£2,918.00	Flight	Flight Cathay Pacific Business Class from Hong Kong to London Heathrow to attend prospect meetings and Alumni event*
16.2.2024	£363.80	Taxi	Taxi travel for 3 passengers to Heathrow and return to attend Advanced Institutional Visit and offshore graduation in India*
16.2.2024	£45.00	Subsistence	Breakfast for two people at Heathrow Airport en route to attend Advanced Institutional Visit and offshore graduation in India*
16.2.2024	£1,367.65	Flight	Premium Economy British Airways return flight to India to attend Advanced Institutional Visit and offshore graduation*
16.2.2024	£1,287.70	Hotel	J W Marriott Hotel New Delhi Aerocity 5-star rating 5 nights - Advanced Institutional Visit and offshore graduation*
21.2.2024	£175.56	Subsistence	Access to the Executive Lounge for 4 days in the Marriott Hotel - Advanced Institutional Visit and offshore graduation*
21.2.2024	£58.20	Flight	Economy flight Air Vistara from Indira Ghandi Delhi to Chennai to attend Advanced Institutional Visit and offshore graduation*
21.2.2024	£244.70	Hotel	Novotel Chennai OMR Hotel 5-star rating 2 nights - Advanced Institutional Visit and offshore graduation*
24.2.2024	£55.16	Hotel	Novotel Chennai OMR Hotel 5-star rating 1 extra night not accounted for in original booking - Advanced Institutional Visit and offshore graduation*

28.2.2024	£25.20	Taxi	Taxi to Colchester North Station to attend YUFE Strategic Council Meeting in Antwerp*
28.2.2024	£71.60	Train	Return standard fare ticket from Colchester to London St Pancras to attend YUFE Strategic Council Meeting in Antwerp*
28.2.2024	£221.00	Train	Return standard premier fare Eurostar ticket to attend YUFE Strategic Council Meeting in Antwerp*
28.2.2024	£233.89	Hotel	B B Hotel Antwerpen Central 3-star rating 2 nights Antwerp to attend YUFE Strategic Council Meeting*
1.3.2024	£80.00	Train	Change of Eurostar ticket from Antwerp after attending YUFE Strategic Council Meeting*
10.4.2024	£25.20	Taxi	Taxi to Colchester North Station and return home to meet Lord Lieutenant Mrs Jennifer Tolhurst at the Southend Campus and Colin Ansell, Southend City Council Chief Executive.*
10.4.2024	£36.50	Train	Return standard fare ticket from Colchester to Southend campus to meet Lord Lieutenant Mrs Jennifer Tolhurst at the Southend Campus and Colin Ansell, Southend City Council Chief Executive.*
14.5.2024	£171.20	Taxi	Taxi from Lake House, Colchester Campus to Stansted Airport and return, to attend YUFE Strategic Council Meeting, Torun, Poland*
14.5.2024	£78.00	Hotel	Premier Inn Hotel at Stansted Airport the night before an early flight departure from Stansted Airport to Torun, Poland for YUFE Strategic Council Meeting*
15.5.2024	£58.96	Flight	Flight Ryanair Economy Class from London Stansted to Bydgoszcz, Poland, to attend YUFE Strategic Council Meeting*

15.5.2024	£196.90	Hotel	Bulwar Hotel, Torun, 4-star rating - 2 nights to attend YUFE Strategic Council Meeting*
15.5.2024	£4.00	Bus	Shuttle bus from Premier Inn Hotel to Terminal Building at Stansted airport*
15.5.2024	£15.99	Subsistence	Breakfast at Stansted Airport prior to departure to Bydgoszcz, Poland*
17.5.2024	£53.62	Flight	Flight Ryanair Economy Class from Gdansk to London Stansted, to attend YUFE Strategic Council Meeting, Torun, Poland*
20.5.2024	£592.80	Flight	Flight Ryanair Economy Class from London Stansted to Athens for the VC, Dean of Partnerships and Director of Partnerships, to meet with Aegean Omiros College, Athens*
20.5.2024	£182.70	Taxi	Taxi for 3 people to travel from Colchester and surrounding area to London Stansted Airport and return*
20.5.2024	£184.69	Hotel	Academias Hotel, Athens, 5-star rating for 2 nights*
20.5.2024	£16.65	Subsistence	Lunch at Stansted Airport, prior to departure to Athens*
29.5.2024	£25.68	Taxi	Taxi from Lake House to Colchester Station and return, to attend an action learning set group event*
29.5.2024	£36.80	Train	Train travel from Colchester to Liverpool Steet and return to attend action learning set group event*
30.5.2024	£12.84	Taxi	Taxi from Lake House to Colchester Station to attend Edge Foundation 20th Anniversary event, Windsor Castle*

30.5.2024	£52.40	Train	Train travel from Colchester to Windsor to attend Edge Foundation Dinner*
30.5.2024	£189.12	Taxi	Taxi from Windsor Castle to the University after attending Edge Foundation Anniversary event. The event finished at 10.00pm and the cost of the taxi to return home on evening of 30th May was cheaper than staying overnight in a hotel and returning to Colchester the next day*