

Trans.date	Acc(T)	Description	Amount	TT
17/07/2023	5070	Plane seat allocation charge for University of Reading Malaysia trip	£72.70	Purchase Card
24/07/2023	5010	UK travel - Rail (airport transfer)	£114.70	Purchase Card
31/07/2023	4820	Laptop peripherals for home office	£195.40	Purchase Card
01/08/2023	5010	Airport transfer for University of Reading Malaysia trip	£9.90	Purchase Card
06/08/2023	5050	UK subsistence	£10.85	Purchase Card
10/08/2023	5070	Internal flights for India trip	£75.90	Purchase Card
10/08/2023	5070	Internal flights for India trip	£75.49	Purchase Card
10/08/2023	5070	Internal flights for India trip	£21.30	Purchase Card
22/08/2023	5070	Flights from UK - India return	£1,676.39	Purchase Card
30/08/2023	5010	Rail ticket from Heathrow.	£83.00	Purchase Card
05/09/2023	5010	Airport transfers for India trip	£325.00	Purchase Card
17/09/2023	5080	Overseas subsistence on airline for India trip	£29.99	Purchase Card
19/09/2023	5080	Overseas subsistence on airline for India trip	£1.61	Purchase Card
19/09/2023	5080	Hotel booking in Delhi for India trip	£566.07	Purchase Card
19/09/2023	5080	Overseas subsistence	£4.37	Purchase Card
20/09/2023	5080	Hotel booking in Mumbai for India trip	£109.30	Purchase Card
21/09/2023	5070	Flight from UK - South Africa return	£963.07	Purchase Card
22/09/2023	5080	Overseas subsistence on airline for India trip	£136.90	Purchase Card
22/09/2023	5080	Overseas subsistence on airline for India trip	£11.20	Purchase Card
22/09/2023	5080	Overseas subsistence on airline for India trip	£11.20	Purchase Card
22/09/2023	5080	Hotel booking in Mumbai for India trip	£411.27	Purchase Card
22/09/2023	5080	Additional guest access to airport lounge during India delegation trip	£24.00	Purchase Card
22/09/2023	5080	Overseas subsistence	£34.10	Purchase Card
22/09/2023	5080	Airline seat reservations for South Africa trip	£136.90	Purchase Card
23/09/2023	5010	Airport transfer for India trip	£13.97	Purchase Card
23/09/2023	5050	UK subsistence	£7.30	Purchase Card
25/09/2023	5080	Additional guest access to airport lounge during India delegation trip	£24.00	Purchase Card
05/10/2023	5130	Catering provided for Iskandar Investment Berhad visit	£204.00	Internal Charge
05/10/2023	5140	Catering provided for Iskandar Investment Berhad visit	£38.90	Internal Charge
06/10/2023	5010	Train journey to London to attend UUKI PVCI forum	£263.29	Purchase Card
11/10/2023	5050	Networking lunch	£18.10	Purchase Card
11/10/2023	5010	Parking charges to attend networking lunch	£6.00	Purchase Card
12/10/2023	5010	UK subsistence	£3.79	Purchase Card
12/10/2023	5010	UK travel to attend Universities UK International networking meeting	£10.97	Purchase Card
12/10/2023	5010	UK travel to attend Universities UK International networking meeting	£10.00	Purchase Card
12/10/2023	5050	UK subsistence	£8.10	Purchase Card
20/10/2023	5050	Working lunch - UoR Campus	£13.80	Purchase Card
20/10/2023	4260	Conference registration fee for Universities UK International: PVC Forum in June 2024	£1,395.00	Purchase Card
25/10/2023	4260	Conference registration fees for International Higher Education Forum in May 2024	£460.00	Purchase Card
26/10/2023	5070	Annual membership for airport lounge access	£339.00	Purchase Card
31/10/2023	5050	Networking lunch	£22.40	Purchase Card
31/10/2023	5010	Parking charges to attend networking lunch	£6.00	Purchase Card
02/11/2023	5070	Airport lounge access for India trip	£24.00	Purchase Card
06/11/2023	5050	Working dinner - Bedminster	£33.95	Purchase Card
07/11/2023	5010	UK travel returning to Reading following University of Sanctuary Celebration	£7.95	Purchase Card
07/11/2023	5010	Public transport into Reading to attend University of Sanctuary Celebration	£2.00	Purchase Card
08/11/2023	5010	Return train journey from Liverpool to attend UK-Jiangsu World Class University Consortium (UKJS) AGM	£99.70	Purchase Card
08/11/2023	5010	UK travel Reading to London return	£34.60	Purchase Card
08/11/2023	5010	Train journey from London to Liverpool to attend UK-Jiangsu World Class University Consortium (UKJS)	£72.70	Purchase Card
09/11/2023	5010	Hotel booking to attend UK-Jiangsu World Class University Consortium (UKJS) AGM.	£95.00	Purchase Card
14/11/2023	5010	Travel to attend Welcome dinner with NUIST Delegates	£9.80	Purchase Card
14/11/2023	5010	Travel to attend Welcome dinner with NUIST Delegates	£10.90	Purchase Card
16/11/2023	5010	UK Travel to attend networking dinner	£6.91	Purchase Card
16/11/2023	5050	London networking dinner	£58.78	Purchase Card
16/11/2023	5010	UK travel to train station to attend UK-Jiangsu World Class University Consortium (UKJS) AGM.	£11.92	Purchase Card
17/11/2023	5010	UK travel to attend UK-Jiangsu World Class University Consortium (UKJS) AGM.	£4.58	Purchase Card
17/11/2023	5010	UK travel to attend UK-Jiangsu World Class University Consortium (UKJS) AGM.	£2.00	Purchase Card
17/11/2023	5010	UK travel to attend UK-Jiangsu World Class University Consortium (UKJS) AGM.	£10.97	Purchase Card
01/12/2023	5010	Airport transfers for South Africa trip	£101.56	Purchase Card
04/12/2023	5080	Internet access on flight for South Africa trip	£7.12	Purchase Card
04/12/2023	5080	Internet access on flight for South Africa trip	£16.00	Purchase Card
04/12/2023	5080	Overseas subsistence	£10.76	Purchase Card
05/12/2023	5080	Overseas subsistence during South Africa Graduation	£9.92	Purchase Card
07/12/2023	5080	Overseas subsistence during South Africa Graduation	£8.48	Purchase Card
08/12/2023	5080	Overseas subsistence during South Africa Graduation	£16.31	Purchase Card
15/12/2023	4260	EUA 2024 Annual Conference - 11 & 12 April 2024	£315.00	Purchase Card
02/01/2024	5050	UK subsistence for business meeting	£6.88	Expenses

08/01/2024	5050	UK subsistence for business meeting	£3.06	Expenses
19/01/2024	5070	Plane seat allocation for flight to China	£78.00	Purchase Card
20/01/2024	5070	Seat reservations KLM Airlines	£30.43	Purchase Card
20/01/2024	5070	Seat reservations KLM Airlines	£1.37	Purchase Card
22/01/2024	5070	Flights to China for University of Reading partnerships visit: 04 - 08 March 2024	£1,635.24	Purchase Card
31/01/2024	5010	Train to Sheffield to attend Keystone Advisory Board Product Workshop	£121.49	Purchase Card
06/02/2024	5070	Travel Reservation - Hotel (China)	£315.42	Purchase Card
06/02/2024	5070	UoR travel agent transaction fee.	£1.00	Purchase Card
09/02/2024	5010	Train to Sheffield to attend Keystone Advisory Board Product Workshop	£46.79	Purchase Card
14/02/2024	4820	Stationery - Renewal of printer cartridges	£43.97	Purchase Card
15/02/2024	5010	Taxi in Sheffield to attend Keystone Advisory Board Product Workshop	£20.97	Expenses
15/02/2024	5050	UK subsistence during Keystone Advisory Board Product Workshop	£8.50	Expenses
15/02/2024	5010	Taxi in Sheffield to attend Keystone Advisory Board Product Workshop	£9.98	Expenses
16/02/2024	5010	Taxi in Sheffield to attend Keystone Advisory Board Product Workshop	£13.09	Expenses
24/02/2024	5010	Train from Bristol to Heathrow for China for University of Reading partnerships visit	£48.59	Purchase Card
24/02/2024	5050	Partner gifts for China visit	£108.00	Purchase Card
25/02/2024	5010	Airport transfer from LHR to Bristol following China trip	£49.40	Purchase Card
25/02/2024	5050	International Internet Data Package	£23.79	Purchase Card
02/03/2024	5010	Taxi to train station for travel to China for University of Reading partnerships visit	£11.92	Expenses
02/03/2024	5010	Heathrow Express ticket for travel to China for University of Reading partnerships visit	£25.00	Purchase Card
02/03/2024	5050	UK subsistence during travel to China	£8.95	Expenses
05/03/2024	5070	Overseas Travel Hotel stay - Guangzhou, Guilin Trip	£119.73	Purchase Card
06/03/2024	5070	Hotel transfer Taxi - Guilin Trip	£6.00	Expenses
08/03/2024	5070	Internet Access for Klm Airline WIFI	£25.70	Purchase Card
08/03/2024	5080	Overseas subsistence in China	£56.37	Purchase Card
08/03/2024	5070	Seat reservations KLM Airlines and additional baggage costs	£276.27	Purchase Card
08/03/2024	5070	Taxi transfer from Airport	£8.66	Expenses
10/03/2024	5010	Uber taxi transfer from Airport	£28.60	Expenses
11/03/2024	5050	Priority Pass - Aiport Lounge	£72.00	Purchase Card
11/03/2024	5010	Train from Reading to London to attend Top Management Programme	£25.10	Purchase Card
11/03/2024	5010	Taxi trip to attend Top Management Programme in London	£14.22	Expenses
11/03/2024	5070	Hotel accomodation for Top Management Programme in London	£132.99	Purchase Card
13/03/2024	5010	UK travel during Top Management Programme in London	£7.98	Expenses
13/03/2024	5010	UK travel during Top Management Programme in London	£10.40	Expenses
14/03/2024	5010	UK travel during Top Management Programme in London	£9.80	Expenses
15/03/2024	5050	UK subsistence during Top Management Programme	£9.18	Expenses
15/03/2024	5010	Return train journey from London	£104.20	Purchase Card
15/03/2024	5010	UK travel during Top Management Programme in London	£9.93	Expenses
20/03/2024	5010	Taxi to train station for Yearly Meeting Of The University Court	£11.95	Expenses
Total Spend (Q1 & Q2 & Q3)			£12,457.06	