

Shannon O'Connell, Director of Policy & Programmes

Q1 Expenses claimed: April - June 2023

Claim Date	Location & Event Dates	Expense Category	Details	Amount
04/04/2023	Washington DC 26 - 31 March 2023	Travel & Subsistence	Meal Allowance - 5 days and Hospitality costs Hotel costs Travel to Airport - UK Taxi to Hotel Travel between meetings and hotel Travel to Airport - DC Travel from Airport - UK	£390.29 £139.60 £44.98 £9.73 £30.99 £28.45 £10.50
17/06/2023	Washington DC 03 - 05 May 2023	Travel & Subsistence	Meal allowance - 2 days Travel to meetings	£119.75 £102.00

Q2 Expenses claimed: July - September 2023

Claim Date	Location & Event Dates	Expense Category	Details	Amount
No expenses claimed				

Q3 Expenses claimed: October - December 2023

Claim Date	Location & Event Dates	Expense Category	Details	Amount
22/11/2023	United Kingdom 04 July 2023	Subsistence	Hospitality for WFD workshop	£81.87

Q4 Expenses claimed: January - March 2024

Claim Date	Location & Event Dates	Expense Category	Details	Amount
05/01/2024	Malaysia/Thailand 05 - 11 June 2024	Travel & Subsistence	Meal allowance - 7 days and hospitality costs Travel to meetings Telephone and Mobile costs	£415.69 £64.39 £14.79

08/03/2024	Ukraine 23 - 29 September 2024	Travel & Subsistence	Mobile phone costs - SIM card Meal Allowance - 5 days Travel from Airport - UK	£11.38 £59.31 £25.20
08/03/2024	United Kingdom 19 - 22 February 2024	Travel & Subsistence	Hotel costs - 3 nights	£584.00
15/03/2024	United Kingdom 19 - 22 February 2024	Travel & Subsistence	Flight costs	£118.88
08/03/2024	United Kingdom 01 March 2024	Travel & Subsistence	Transport to and from Airport	£85.74
15/03/2024	United Kingdom 12 - 14 March 2024	Travel & Subsistence	Hotel costs - 2 nights Transport to and from Airport	£379.00 £29.20
20/03/2024	United Kingdom 04 - 07 March 2024	Travel & Subsistence	Flight costs	£98.98