

Shannon O'Connell, Director of Policy & Programmes

Q1 Expenses claimed: April - June 2024

Claim Date	Location & Event Dates	Expense Category	Details	Amount
09/04/2024	Warsaw 27 - 29 March 2024	Tavel & Subsistence	Transport to and from Hotel Internet access while travelling Meal Allowance	£28.81 £12.98 £8.16

Q2 Expenses claimed: July - September 2024

Claim Date	Location & Event Dates	Expense Category	Details	Amount
07/07/2024	N/A	Subscription	Kahoot online platform subscription - 1 year	£705.17
12/08/2024	Jordan 29 July - 01 August 2024	Tavel & Subsistence	Meal Allowance & other food costs - 4 days Phone Sim card Visa fee	£246.66 £7.77 £43.85

Q3 Expenses claimed: October - December 2024

Claim Date	Location & Event Dates	Expense Category	Details	Amount
01/11/2024	Skopje 10 - 13 September 2024	Tavel & Subsistence	Meal Allowance - 4 days	£50.45
01/11/2024	Brussels 04 - 16 October 2024	Tavel & Subsistence	Meal Allowance Transport from Airport to Hotel Transport from Hotel to Airport Other transport costs - Tourism tax	£53.00 £8.99 £9.00 £3.53
01/11/2024	Ukraine 16- 17 October 2024	Tavel & Subsistence	Hotel costs for 2 people Meal Allowance Transport from Hotel to Airport Other transport costs - Tourism tax	£154.92 £63.05 £11.43 £2.09

Q4 Expenses claimed: January - March 2025

Claim Date	Location & Event Dates	Expense Category	Details	Amount
03/01/2025	N/A	Subsistence	Hospitality - CD Summit	£149.85
03/01/2025	Jakarta 08 - 15 December 2025	Tavel & Subsistence	Meal Allowance Visa Flight costs	£4.72 £25.80 £281.00

10/03/2025	Istanbul 02 - 06 February 2025	Tavel & Subsistence	Meal Allowance	£76.31
			Phone SIM card	£3.62
			Other travel costs - Parking at Airport	£76.31
			Other travel costs	£130.35
			Transport from Hotel to Airport	£29.09