

Expense Claim

Claim Name : ICLR Conference

Employee Name : Simon, Frieder

Employee ID : 2381942

Claim Header

Policy : The University of Oxford Expense Policy

Business Purpose : Poster presentation at ICLRin Vienna

Report Id : 1881AEC563254DDBAFEB

Claim Date : 18/07/2024

Approval Status : Submitted & Pending Approval

Currency : UK, Pound Sterling

*Organisation : University of Oxford

*Department : Computer Science

*Cost Object Type : General Ledger

*Cost Object Code : Computer Science Departmental Funded Students

*Source of Funds : *Default

*Activity : Default

Comment : Mattioli, Jodie (21/08/2024): Dear Simon,
Following on from my email regarding your claim total. After having looked again I realised that you actually only have £987.64 remaining of your overall conference allowance (my apologies). You said that you had adjusted this, but it still appears to be £1003.42. Please can you adjust this amount and I will then be able to approve it.
Many thanks,
Jodie
Ganesh, Swathi (16/08/2024): Dear Simon,
The date on the receipt does not match the transaction date. Could you please do the necessary changes and re-submit?

Thanks,
Swathi
Mattioli, Jodie (19/07/2024): Please refer to my email that I sent on 19/07/2024

Non-Staff Accommodation & Subsistence

Transaction Date	Expense Type	Business Purpose	Vendor	City of Purchase	Amount	*Custom 17 - Complies with funder T&Cs
15/05/2024	Non-Staff Accommodation & Subsistence	Accommodation for the conference		Vienna	£695.97	
	Comment :	Ganesh, Swathi (23/08/2024): Receipt and currency checked. Confirm the acceptance of this claim. Simon, Frieder (21/08/2024): delayed because I received notification/mail that there was in issue with this receipt only after the 3 months expired (mail on 16th of august)				
11/05/2024	Non-Staff Accommodation & Subsistence	food		Vienna	£18.42	
	Comment :	Ganesh, Swathi (23/08/2024): Receipt checked. Confirm the acceptance of this claim. Ganesh, Swathi (16/08/2024): Receipt and currency checked				
10/05/2024	Non-Staff Accommodation & Subsistence	food		Vienna	£27.20	
	Comment :	Ganesh, Swathi (23/08/2024): Receipt checked. Confirm the acceptance of this claim. Ganesh, Swathi (16/08/2024): Receipt and currency checked				
07/05/2024	Non-Staff Accommodation & Subsistence	food		Vienna	£4.72	
	Comment :	Ganesh, Swathi (23/08/2024): Receipt checked. Confirm the acceptance of this claim. Ganesh, Swathi (16/08/2024): Receipt and currency checked Simon, Frieder (23/07/2024): (I am claiming only a part of it to stay within my allowance)				

Non-Staff Travel

Transaction Date	Expense Type	Business Purpose	Vendor	City of Purchase	Amount	*Custom 17 - Complies with funder T&Cs
16/05/2024	Non-Staff Travel	trainride from brussels to london on the way back	Eurostar	London-Blackheath	£184.00	
	Comment :	Ganesh, Swathi (23/08/2024): Receipt checked. Confirm the acceptance of this claim. Ganesh, Swathi (16/08/2024): Receipt checked. Confirm the acceptance of this claim.				
09/05/2024	Non-Staff Travel	trainride from london to brussels, continuing to vienna privatly	Eurostar	London-Blackheath	£57.20	
	Comment :	Ganesh, Swathi (23/08/2024): Receipt checked. Confirm the acceptance of this claim. Simon, Frieder (21/08/2024): I lowered the claimed amount from 85€ as is on the receipt to 66.50€ in order to fall below the threshold of how much money is still in my allowance, and thus how much in total I can claim (as per Jodie Mattioli's last notification) Ganesh, Swathi (16/08/2024): Receipt and currency checked				

Organisation Disbursements

Total Paid By Organisation : £987.51

Employee Disbursements

Amount Due Company Card From Employee : £0.00

Total Paid By Employee : £0.00