



EXPENSE FORM

Dr Christopher McLean

DATE SUBMITTED: 12/04/2016	PERSONNEL NO: 00972773
DEPARTMENT: School of Music	TRAVEL/NON-TRAVEL: Travel & Subsistence
DEPARTURE Sheffield (GB)	DESTINATION: Falmouth (GB)
DATE FROM: 17/03/2016 00:01	DATE TO: 27/03/2016 23:00

Total Amount and Cost Assignment	
Amount Type	Amount (GBP)
Reimbursement Amount	459.10
459.1 GBP of 459.1 GBP assigned to:	
Weaving Code - Coding Weaves	WBS Element RG.MUSC.102730

Extended Cost Assignment of Expense Receipt		
1	Meals/Subsistence-UK	
	WBS element RG.MUSC.102730	100 %

Purpose of Claim
Weaving codes project meeting and tanglebots impact workshop

Mileage				
Date	Miles	Flat Rate	GL	Amount (GBP)
12/04/2016	702	Car/Van Non-Home to Work, Car/van 40p	55030	280.80
	702		55030	280.80
Reimbursement Amount:				280.80

Receipt Information (Reimbursed in weekly payment run)					
No.	Expense Type	GL	Date of Receipt	Description	VAT Amount (GBP)
001	Meals/Subsistence-UK	55210	20/03/2016	Zizzi - Meal with Harlizius-Klück and McLean	10 29.85
002	Meals/Subsistence-UK	55210	19/03/2016	Muddy Beach - Harlizius-Klück and McLean	10 21.20
003	Meals/Subsistence-UK	55210	18/03/2016	Wildebeest - Harlizius-Klück, Griffiths and McLean	10 49.15
004	Meals/Subsistence-UK	55210	18/03/2016	Muddy Beach - Harlizius-Klück, Griffiths and McLean	10 32.70

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972773
Claim No: 81718



UNIVERSITY OF LEEDS

005	Meals/Subsistence-UK	55210	17/03/2016	Pizza Express - Harlizius-Klück and McLean	10	45.40
	Sum of Receipts					178.30

Expense Type Summary						
Expense Type						Amount (GBP)
Meals/Subsistence-UK						178.30
Sum of Receipts						178.30

This expense claim was submitted to the following Approver(s):
Michael Spencer (00913853, M.SPENCER@LEEDS.AC.UK)

Please send this form and all receipts to your faculty finance office.

