

Director Expenses - 2022-2023

Period covered	Category	Jeff James	Val Johnson	John Sheridan	Neil Curtis	Lucy Fletcher	Emmajane Avery	Aaron Smith	Andrea Metcalf	Gemma MacLagan Ram	Explanation
April - June 2022	Train/tube/bus/air/car hire	£217.61	£0.00	£31.10	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	<p>Jeff James £17.90 - rail ticket en-route to Eurostar to Paris re: international meetings below. 19th - 20th May £17.90 - return rail ticket following Eurostar back from Paris re: International meetings below. 19th - 20th May £5.80 - Tube to and from Mercers event (Kew to Mansion House) £58.25 - rail tickets for meeting in Lincoln on 10th June £86.96 - return flights to Edinburgh for PLG meeting 15th - 16th June £30.80 - Return rail for MDR Reception at Royal Courts of Justice</p> <p>John Sheridan £7.40 - Travel to/ from Gatwick airport to attend the DLM Forum Member's meeting in Oslo 3rd-4th May as part of the Executive Committee £3.70 - Travel to Gatwick to attend DLM Forum conference in Madrid £20 Oyster top up covering travel to London City Airport.</p>
	Taxi / Car parking / petrol / congestion charge	£254.88	£76.70	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	<p>Val Johnson £18.85 x2 - Rail Ticket from Cambridge to London 11 April & 25 April. £40.00 - Top up Oyster Card for travel around London for meetings.</p> <p>Jeff James £16 - parking en-route to get Eurostar to Paris re: international meetings below. £93.99 - Airport parking for PLG meetings in Edinburgh 15th - 16th June £13.50 - mileage to Luton Airport for PLG meetings in Edinburgh £96.99 - Airport parking for Launch of Beyond 2022 event in Dublin - 26th - 28th June £13.50 - mileage to Luton Airport for Beyond 2022 launch in Dublin £3.90 - Parking en-route to Royal Courts of Justice for MDR reception. £17.00 - parking en-route to Lincoln for meeting.</p>
	Overseas travel & hotel	£1,041.14	£0.00	£952.65	£0.00	£229.17	£0.00	£0.00	£0.00	£0.00	<p>Jeff James £309 - Eurostar to Paris for European Board of National Archives meetings 19th - 20th May. £230.11 (approximate as cost was in euros = €271) - Hotel for above meeting x 1 night. £380 (total for two nights) - hotel in Dublin for 'Beyond 2022' launch (paid for by the organisers). £112.82 - Flights to Dublin for launch of 'Beyond 2022' - 26th - 28th June £6.77 - Bus from Dublin airport to Dublin City Centre for launch of 'Beyond 2022' event. £2.44 - Train fare from Dublin to Malahide for meeting with Librarian of Dublin City University 28th June</p> <p>John Sheridan £238.40 - two nights' accommodation in Oslo to attend a conference £152.02 - return flights to Oslo to attend DLM Forum Members' meeting £331.98 - return flights to Madrid for DLM Forum meeting £230.25 - two night's accommodation in Madrid to attend DLM Forum Members' meeting</p> <p>Lucy Fletcher £229.17 - return flight to Paris to attend CISA conference</p>
	Lunch & dinner	£136.83	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	<p>Jeff James £62.21* - total for refreshments for PLG meeting. 15th- 16th June (* some of these expenses were for two people) £50.72* - total for refreshments in Paris for International meetings. (*some of these expenses were for two people) £23.90 - Dinner in Dublin following 'Beyond 2022' launch</p>
	UK hotel	£234.50	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	<p>Jeff James £152 - Kew Gardens Hotel following event at Mercers in London on 26th May. £82.50 - Ibis hotel in Edinburgh for PLG meetings 15th - 16th June.</p>

Period covered	Category	Jeff James	Val Johnson	John Sheridan	Neil Curtis	Lucy Fletcher	Emmajane Avery	Aaron Smith	Andrea Metcalf	Gemma MacLagan Ram	Explanation
	Misc	£56.89*	£0.00	£1,003.80	£19.99	£1,108.80	£0.00	£0.00	£0.00	£0.00	<p>Jeff James £4.99 - wifi connection at Luton Airport prior to Edinburgh trip. £20.00 - incidental expenses for Dublin 'Beyond 2022' launch - 26th - 28th June. £31.90 - Business meeting with Director of LMA to discuss potential collaboration (* costs for two people)</p> <p>Neil Curtis £19.99 - Replacement keyboard for home working</p> <p>John Sheridan 1 x Miro board licence £75.89 and 1 x Oxygen XML licence and support £861.60, both for Cataloguing & Taxonomy Team; £56.71 Cloud storage provision; £9.60 tea and coffee for on-site meeting with CEO of stakeholder company</p> <p>Lucy Fletcher £958.80 - IRMS conference fee for directorate member £150 - CLIP conference fee for directorate member</p>
July - Sept 2022	Train/tube/bus/air/car hire	£740.53	£224.00	£361.80	£5.80	£0.00	£0.00	£0.00	£0.00	£0.00	<p>John Sheridan £3.70 - Train fare on 13th June speaking at Luxembourg Archivists Association Symposium £64.60 - 6th July return travel costs to Senior Leadership Strategy Day £45.60 - 7th September attending DLM Forum, train travel £247.90 - 12th September train fare to Glasgow for DPC Awards Ceremony and associated business</p> <p>Neil Curtis £5.80 - return tube fare to techUK Annual Dinner 13th July 2022</p> <p>Jeff James £228.78 - Car hire for Archives visits in Cornwall - 1st to 6th August. £30.80 - Rail ticket for meetings at Bank of England and BFI - 21st July £115.95 - Rail tickets for meetings in Newcastle - 25th-26th July £30.80 - Rail tickets to London for Parliamentary Archives meeting and Lambeth Palace Library visit £30.80 - Visit to DCMS on 13th Sept £5.80 - Tube journeys to and from Kew to London on 15th Sept £2.50 - Tube to Tower Hill from Paiddington, en-route to hotel, on 18th Sept, prior to The Queen's funeral on 19th Sept. £10.50 - Tube journeys to and from Queen Elizabeth's Funeral and back to Heathrow* (could not use Heathrow Express ticket already purchased due to electrical fault on the line). £37.00- Heathrow express to and from State Funeral (awaiting refund for part of this ticket due to electric fault on line) £46.60 - Rail ticket from home to Forest Hill on 29th Sept for NMDC meeting at Horniman Museum and Gardens.</p> <p>Valerie Johnson £70.30 - Rail ticket to Chester for ARA Conference - 30 August £85.50 - Rail ticket to Cambridge for ARA Conference - 2 September £50.50 - Rail ticket to Nottingham for MDR Conference - 5 September £2.70 - Train ticket Nottingham Station MDR Conference - 5 September £15.00 - Rail ticket to St Pancreas MDR Conference - 6 September</p>

Period covered	Category	Jeff James	Val Johnson	John Sheridan	Neil Curtis	Lucy Fletcher	Emmajane Avery	Aaron Smith	Andrea Metcalf	Gemma MacLagan Ram	Explanation
	Taxi / Car parking / petrol / congestion charge	£532.65	£0.00	£0.00	£105.30	£0.00	£0.00	£0.00	£0.00	£40.50	<p>Gemma MacLaganRam £40.50 - Mileage to Bletchley Park for Executive Team Strategy Day, 6 and 7 July 2022</p> <p>Neil Curtis £60.30 - Mileage to Bletchley Park for Executive Team Strategy Day, 6 and 7 July 2022 £32.40 - Travel to Richmond Chamber of Commerce Business Awards Ball 8 July 2022 £12.60 - Cab fare to hotel after techUK Annual Dinner 13th July 2022.</p> <p>Jeff James £8.50 - Parking en-route to station for Bank of England and BFI meetings in London 21st July £34.00 - Parking at Peterborough Station for two days en-route to meetings in Newcastle. 25th-26th July £22.50 - Mileage en-route to Peterborough Station to catch a train to Newcastle for meetings. 25th July £22.50 - Mileage returning from Peterborough Station after train from Newcastle for meetings. 26th July £7.20 - Parking in Plymouth for visit to The Box / Archives visit 4th August £65.46 - Fuelling of hire car for trips to Archives in Cornwall £24.04 - Re-fuelling of hire car after trips to Archives in Cornwall 6th Aug £2.00 - Tamar Bridge toll fare on way to Plymouth - 'The Box' visit. 4th Aug £8.50 - Car parking en-route to London for Parliamentary Archives meeting and Lambeth Palace Library visit £8.50 - Car parking en-route to London for visit to DCMS £65.00 - For airport parking at Heathrow 18th - 19th for Queen Elizabeth's funeral £12.00 - Car parking at IBIS hotel post Queen's funeral. £130.80 - For airport parking at Heathrow - ICA Conference in Rome - 19th-23rd Sept £21.60 - Mileage to Heathrow airport for Queen Elizabeth's II Funeral and ICA Trip in Rome. £21.60 - Mileage from Heathrow airport after ICA Trip in Rome. £80.10- Mileage to and from Nottingham MDR Conference 6th Sept £10.35 - Mileage to and from Station for NMDC meeting on 29th Sept</p>
	Overseas travel & hotel	£1,388.54	£0.00	£968.64	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	<p>John Sheridan £23.48 - 2nd and 3rd June metro fares (DLM Forum, Madrid) £169.99 - September Flight to Prague DLM Forum meeting £241.07; hotel accommodation DLM Forum meeting Prague £215.30 - Accommodation for team member at DLM Forum, Prague £121.35 - September accommodation in Ravenna £189.20 - Flights to/ from Bologna to present at Lex 2022 £8.25 - Ravenna train fare</p> <p>Jeff James £558.48 (approx) Hotel for ICA Conference in Rome 20th-23rd Sept. £24.88 - Hotel Taxes in Rome. £710.07 (approx.) - Flights for ICA Conference in Rome 20th -23rd Sept. £30.00 - Incidental expenses for Rome ICA Conference. £12.67 - Journey to hotel from Rome airport 20/9 £12.62 - Journey back to airport from Conference 23/9 £19.00 - Transport for ICA Conference Dinner on 22/9 £20.82 - Evening meal in Rome on 22/9</p>

Period covered	Category	Jeff James	Val Johnson	John Sheridan	Neil Curtis	Lucy Fletcher	Emmajane Avery	Aaron Smith	Andrea Metcalf	Gemma MacLagan Ram	Explanation
	Lunch & dinner	£106.94	£54.05	£21.43	£25.00	£0.00	£0.00	£9.50	£0.00	£25.00	<p>John Sheridan £9.50 - Refreshments during attendance at Executive Team Strategy Day at Bletchley Park on 7 July 2022 £11.93 - 7th September refreshments in Prague during DLM Forum conference</p> <p>Aaron Smith £9.50 - Breakfast at Executive Team Strategy Day, Bletchley Park on 7 July 2022.</p> <p>Val Johnson £9.50 - Breakfast at Executive Team Strategy Day, Bletchley Park on 7 July 2022. £18.25 - Dinner at ARA Conference Chester - 30 August £18.70 - Dinner at MDR Conference Nottingham - 5 September £7.60 - Lunch at MDR Conference Nottingham - 6 September</p> <p>Gemma MacLaganRam £25.00 - Dinner at Executive Team Strategy Day, Bletchley Park 7 July 2022</p> <p>Neil Curtis £25.00 - Dinner at Executive Team Strategy Day, Bletchley Park 7 July 2022</p> <p>Jeff James £12.00 - Lunch after Bank of England meeting and before BFI meetings in London. 21st July £7.87 - Lunch at Peterborough station en-route to meetings in Newcastle 25th July £8.39 - Lunch at Newcastle station en-route back from meetings. 26th July £17.13 - Dinner on first night in St Austell for Kresen Kernow Archives visit the next day. 2nd Aug £8.35 - Lunch en-route to Cornwall for Archive Sector visits. £7.49 - Dinner on second night in St Austell following Kresen Kernow Archives visit. 3rd Aug £4.80 - Dinner on final night after Archives visit to 'The Box' 4th Aug £8.05 - Lunch between Parliamentary Archives meeting and Lambeth Palace Library visit. 23rd Aug</p>
	UK hotel	£1,018.36	£345.50	£206.90	£286.50	£0.00	£0.00	£0.00	£0.00	£138.00	<p>John Sheridan £129.46 - 6th July hotel accommodation to attend Senior Leadership Strategy Day £77.44 - 26th July accommodation to facilitate a meeting with an overseas visitor during train strike disruption</p> <p>Gemma MacLaganRam £138.00 - 6th July hotel accommodation to attend Senior Leadership Strategy Day</p> <p>Neil Curtis £138 - 6th July hotel accommodation to attend Senior Leadership Strategy Day £148.50 - 13th July hotel accommodation to attend techUK Annual Dinner</p> <p>Jeff James £55.00 - Holiday Inn Express Newcastle City - meeting with Newcastle City Council. July 25th £278.36 - (total for 2 nights) Premier Inn St Austell for Kresen Kernow, Redruth archives visit. 2nd/3rd Aug. £95.00 - Premier Inn Taunton (Ruishton) for The Box, Plymouth archives visit. 4th Aug. £161.50 - Kew Gardens Hotel - after Lying in State - 15th Sept £250 - Novotel London Tower Bridge - the night before Queen Elizabeth's funeral 18th Sept. £178.50 - IBIS Styles London Heathrow - the night after Queen Elizabeth's funeral and pre-early morning flight to ICA Conference in Rome 19th Sept.</p> <p>Valerie Johnson £128.50 - Hotel accommodation to attend Senior Leadership Strategy Day - 6 July £129.00 - Hotel accommodation to attend ARA Conference - 31 August £88.00 - Hotel accommoaion to attend MDR Conference - 5 September</p>

Period covered	Category	Jeff James	Val Johnson	John Sheridan	Neil Curtis	Lucy Fletcher	Emmajane Avery	Aaron Smith	Andrea Metcalf	Gemma MacLagan Ram	Explanation
	Misc	£604.00	£15.00	£4,783.36	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	<p>John Sheridan £361.44 - ICA Roma registration fee for team member £138.58 - Sistema Congressi registration fee for two team members £3,840 - 5th August hotel accommodation for staff attendance at iPres conference in Glasgow £382.80 - 1st August, Catering for day-long workshop for external visitors £60.54 - Cloud storage provision</p> <p>Val Johnson £15.00 - luggage storage at IHR Future of History event at which Dr Johnson was speaking.</p> <p>Jeff James £411.88 (approx) - Registration for ICA Conference in Rome in Sept. £15.00 - Incidental expenses for Cornwall trip. 2nd - 5 th Aug £5.00 - Incidental expenses for Queen Elizabeth's funeral. £40.00 - Professional Subscription fees for Royal Historical Society. £132.12 - Business meeting/meal x 5 people in Rome (to discuss collaboration and international engagement with Australian & New Zealand colleagues).</p>
Oct - Dec 2022	Train/tube/bus/air/car hire	£216.50	£242.00	£349.05	£111.40	£0.00	£0.00	£0.00	£0.00	£284.20	<p>Jeff James £201.00 Train to Newcastle for meetings. £15.50 Tube journeys in total for London meetings (Oct Board Strategy 6th and 7th Oct and Nov UAE mtg 29th Nov)</p> <p>Gemma MacLagan Ram £284.20 - 24th- 25th Nov, Return standard rail fare Euston to Crewe, Deepstore visit</p> <p>Neil Curtis 7th Oct - £53. Return train to central London, Board strategy day 15th Nov - £25. Admin fee for cancelled flights to Stockholm due to illness 23rd Nov - £33.40. Return train to central London, Senior Financial Leaders conference</p> <p>John Sheridan £336.60 Travel to Newcastle for meetings £12.45 Travel to Silicon Milk Roundabout (Digital Recruitment Fair)</p> <p>Valerie Johnson £147.00 - Train to Newcastle for meetings - 17 October £57.50 - Train to Ipswich for meeting at 'The Hold' -10 November £21.90 - Train to visit Columbine Hall - 4 November £12.10 - Train to Stansted Airport for Oslo Conference -24 November £3.50 - Bus Ipswich for meeting at 'The Hold' - 11 November</p>

Period covered	Category	Jeff James	Val Johnson	John Sheridan	Neil Curtis	Lucy Fletcher	Emmajane Avery	Aaron Smith	Andrea Metcalf	Gemma MacLagan Ram	Explanation
	Taxi / Car parking / petrol / congestion charge	£247.40	£27.00	£297.20	£45.20	£0.00	£0.00	£0.00	£0.00	£176.60	<p>Jeff James £17.00 17th Oct Car parking at Peterborough station en-route to Newcastle meetings £45.00 17th Oct Mileage to and from Peterborough station for Newcastle mtgs. £79.20 11th Nov Mileage to and from The Hold in Ipswich for visit and Accreditation presentation. £72.00 24th - 26th Nov parking at Stansted for flights to OSLO for European meetings. £34.20 24th and 26th Nov Mileage to and from Stansted en-route to OSLO for European meetings.</p> <p>Gemma MacLagan Ram £46.80 - 8th Nov, mileage to Stanhope Park FCDO meeting £45.60 - 24th Nov, cab fare Crewe to hotel, Deepstore visit £35.00 - 25th Nov, cab fare from Deepstore premises to Crewe £49.20 - 29th Nov, cab fare from Natural History Museum, UAE National Day event</p> <p>Neil Curtis £10 - 7th Oct, Station parking Board Strategy Day £22.05 - 18th Oct, mileage to Richmond Finance Directors Forum £10 - 23rd Nov, Station parking, travel to Senior Financial Leaders conference in London £3.15 - 23rd Nov, mileage to station, travel to Senior Financial Leaders conference in London</p> <p>John Sheridan Taxis to and from airport during train strikes for travel to South Korea (speaking at conference)</p> <p>Valerie Johnson £27.00 - Car Park Stansted Airport - Oslo Conference - 26 November</p>
	Overseas travel & hotel	£432.30	£384.81	£363.85	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	<p>Jeff James £258.35 24th - 26th Nov Hotel in OSLO for European Meetings £126.46 Flights to OSLO for European Meetings £9.45 24th Nov Lunch on flight to OSLO for above meetings. £18.04 26th Nov Dinner en-route back from OSLO. £20.00 incidental expenses in OSLO.</p> <p>John Sheridan 2nd-8th October - train travel within South Korea for multi-site conference and other meetings whilst there, and £7.02 for Korean Travel authorisation document</p> <p>Valerie Johnson £258.35 - Hotel in Oslo for European Conference - 24 - 26 November £126.46 - Flights to Oslo for European Conference - 24 - 26 November</p>
	Lunch & dinner	£107.08	£18.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	<p>Jeff James £107.08 6th Oct - Board Dinner - pre Strategy date (the total is for four people).</p> <p>Valerie Johnson £18.00 Subsistence in Oslo for European Meetings - 26 November</p>
	UK hotel	£330.00	£165.30	£0.00	£165.00	£0.00	£0.00	£0.00	£0.00	£99.00	<p>Jeff James £165.00 6th Oct Hotel Indigo pre Board Strategy day. £165.00 29th Nov Hotel Indigo UAE events at Natural History Museum and UAE Embassy</p> <p>Gemma MacLagan Ram £99 - 24th Nov, The Swan Hotel Tarporley, Deepstore visit</p> <p>Neil Curtis £165.00 - 29th Nov Hotel Indigo, UAE event at Natural History Museum and UAE Embassy</p> <p>Valerie Johnson £165.30 - Hotel for BM Trustees Dinner - 2 November</p>

