

| Period covered | Category | Jeff James | Val Johnson (until 28 July 2023) | John Sheridan | Neil Curtis | Lucy Fletcher | Emmajane Avery | Andrea Metcalf | Gemma MacLagan Ram | Explanation |
|-------------------|---|------------|----------------------------------|---------------|-------------|---------------|----------------|----------------|--------------------|---|
| April - June 2023 | Train/tube/bus/air/car hire | £209.30 | £81.00 | £390.60 | £0.00 | £0.00 | £402.72 | £0.00 | £0.00 | <p>John Sheridan Train travel to attend meetings in London (£112), Manchester (£264.90) and Ljubljana (travel to/ from the airport) - 10th/11th May</p> <p>Jeff James £44.30 - Rail ticket to London Metropolitan Archvies evening event - 26th April £44.30 - Rail ticket to London for meetings in DCMS with Lord Parkinson, DGs/Acting Permanent Secretaries - 3rd May £32.60 - Return rail ticket to London for Lunch meeting at Sothebys - 7th June £21.90 - Rail ticket into London for Eurostar to Paris - ICA 75 Anniversary events - 9th June £21.90 - Rail ticket back from London after Eurostar from Paris - ICA Anniversary events - 10th June £44.30 - Return rail ticket into London for BL evening event at no 11 Downing Street - 14th June</p> <p>Valerie Johnson £81.00 - Rail ticket Euston to Mancehster - UMG Conference - 17th May £41.00 - Rail ticket Manchester to Cambridge - UMG Conference - 17th May</p> <p>Emmajane Avery £22.70 - Rail ticket London euston to Berkhamstead - BFI Meeting - 16th May £380.02 - Flight London to Belfast for PRONI event - 2nd April</p> |
| | Taxi / Car parking / petrol / congestion charge | £459.95 | £0.00 | £0.00 | £0.00 | £0.00 | £19.50 | £0.00 | £0.00 | <p>Jeff James £8.50 - car parking at Leagrave for LMA evening event - 26th April £8.50 - Parking at Leagrave Station en route to London for meetings at DCMS with the Minister, DGs/Acting Permanent Secretaries - 3rd May £89.85 - Parking in Manchester for IRMS two day conference Jeff attended and spoke at - 14-16th May £124.60 - Airport parking for EBNA meetings in Sweden - 23rd May £8.50 - Parking at Leagrave en route to London for Sotherby's lunch meeting - 7th June £11.50 - Parking at Leagrave en route to catch Eurostar to Paris for ICA 75 Anniversary events - 9-10th June £8.50 - Parking at Leagrave en route to London for evening BL event at no 11 Downing Street - 14th June £70.20 - Mileage en route to Manchester IRMS conference - to give a keynote - 14th May £70.20 - Mileage back from Manchester IRMS conference - to give a keynote - 16th May £21.60 - Mileague from home to Heathrow airport en route to Sweden for EBNA meetings - 23rd June £21.60 - Mileague from Heathrow airport to home, after Sweden for EBNA meetings - 26th April £8.20 - M6 Toll (due to other roads being closed) en route to IRMS Conference in Manchester - 14th May £8.20 - M6 Toll (due to problems on different routes on the M6) returning from IRMS Conference in Manchester - 16th May</p> <p>Emmajane Avery £10.00 Taxi to the airport on 2nd April for flight to Belfast for PRONI event £9.50 parking on 2nd April for flight to Belfast for PRONI event</p> |
| | Overseas travel & hotel | £1,780.90 | £0.00 | £338.19 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | <p>John Sheridan DLM Forum meeting in Ljubljana; flights (£150.02), hotel (£162.14) and public transport (£26.03) - 10th/11th May</p> <p>Jeff James £243.78 - Flights to and from Stockholm (European Board of National Archivist meetings - *EBNA) - 23 - 26 May £740.94 - Hotel in Sweden for EBNA Conference - 3 night(s) - 23 - 26 May £30 (3 x 10) - Incidental costs for EBNA conference - 23 - 26 May £59.04 - Lunch and dinner totals in Sweden - 23 - 26 May £59.22 rail and local transport total in Sweden (£11.85 metro plus £47.37 train from airport) - 23 - 26 May £338.00 - Eurostar to Paris for ICA 75 Anniversay events - 9 - 10 June £270.00 - Hotel Paris for ICA event - approx - 9 - 10 June £29.92 - Lunch and dinner totals in Paris for ICA event - 9 - 10 June £10.00 - Incidental costs for ICA event - 9 - 10 June</p> |

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| | Lunch & dinner | £46.73 | £29.90 | £0.00 | £0.00 | £0.00 | £9.50 | £0.00 | £0.00 | Jeff James £17.30 - Dinner pre IRMS conference in Manchester - 14th May £7.49 - Dinner en route home after a two day IRMS conference in Manchester - 16th May £10.00 - (2 x £5) Incidental two night stay in Manchester for IRMS Conference. 14th-16th May £11.94 - Lunch prior to flight to Stockholm for EBNA meetings - 23rd May Valerie Johnson £21.90 - Dinner UMG conference - 17th May £8.00- Lunch UMG conference - 17th May Emmajane Avery £9.50 - lunch in Belfast for PRONI event - 2nd April |
| | UK hotel | £0.00 | £159.15 | £287.02 | £142.75 | £0.00 | £89.00 | £0.00 | £0.00 | John Sheridan 2 nights' hotel accommodation due to late-night flight arrival and subsequent train strike; one night's hotel accommodation to attend a meeting in Manchester - 10th/11th May Neil Curtis £142.75 - One night's hotel accommodation to attend Workday 'Elevate' Dinner supporting ERP project on 23rd May 2023. Valerie Johnson £159.15 Britannia Hotels - UMG Conference Manchester - 17th May Emmajane Avery £89.00 - Titanic Hotel Belfast for PRONI event - 2nd April |
| | Misc | £146.72 | £0.00 | £409.91 | £0.00 | £651.20 | £0.00 | £0.00 | £0.00 | John Sheridan £57.94 cloud storage; £145 conference fees x 3 for CT&D team; £156 renewal of software licence; £50.97 training modules for team member Lucy Fletcher 2 x conference fees for Copyright team; £16.80 refreshments for meeting with external visitors; £110.40 lunch for supplier meeting (7 people). Jeff James £146.72 Meeting over evening dinner with Chair of TNA Board and non-executive board members (5 people). |
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| July - Sept 2023 | Train/tube/bus/air/car hire | £88.60 | £0.00 | £283.80 | £555.30 | £434.85 | £0.00 | £0.00 | £115.80 | Jeff James JJ £44.30 Return rail ticket into London for E.T. Away Day and BL evening event at no at BL on 6/7 JJ -£44.30 Return rail ticket into London for Board Strategy Day 20/9 Gemma MacLagan-Ram £66.20 - Train Fare - Kingcross to Durham for the DCDC Conference (11 July) £49.60 - Train Fare - Durham to Kingscross for the DCDC Conference (13 July)Snr Security Adviser Interviews, Whitehall Neil Curtis £555.30 (total). Return train fares for visits to: Et Strategy Day (6 July); Snr Security Adviser interviews (24 Aug);Newcastle Museums and City Council (6-7 Sept); Board Away Day (20 September); John Sheridan £250 Return travel to Cardiff for Primary Legislation meeting; £33.80 travel to Southampton for University Accreditation Lucy Fletcher Train travel to Newcastle for Tyne & Wear Archives Accreditation event |

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| | Taxi / Car parking / petrol / congestion charge | £484.28 | £0.00 | £0.00 | £47.56 | £0.00 | £228.00 | £0.00 | £27.90 | <p>Jeff James JJ - £8.50 Parking on route into London for E.T. Away Day and BL evening event at no at BL on 6/7 JJ - £11.50 Parking no 1 in Durham for DCDC ending 11/7 JJ - £26.60 Parking no 2 in Durham for DCDC ending 14/7 JJ - £110.03 Mileage to Durham for DCDC JJ - £110.03 Mileage back from Durham after DCDC JJ - £8.01 Mileague to Windsor for Reception and Performance to celebrate the contribution of William Shakespeare's work to the literary culture and society of UK 18/7 JJ - £8.01 Mileague from Windsor back to Kew 18/7 JJ - £81.00 Mileague to hotel (postcode SA10) on route to Carmarthenshire Archives, Wales 9/8 JJ - £13.95 Mileague from hotel to Carmarthenshire Archives 10/8 JJ - £92.25 Mileague from Carmarthenshire back to home. 10/8 JJ - £2.40 Parking in Carmarthenshire 10/8 JJ - £3.50 Parking in Peterborough for an off-site meeting 15/9 JJ - £8.50 Parking on route to London for the Board Strategy day in Westminster 20/9</p> <p>Gemma MacLagan-Ram £27.90 - Mileage London to Windsor Castle - visit to Windsor Castle Archives (31 August)</p> <p>Emmajane Avery £180.10 - Train Fare - Kings Cross to Newcastle for Discovery Museum visit (2 August) £48.00 - Train fare - Liverpool Street - Ipswich for visit to The Hold (Suffolk Archives) - (22 August)</p> <p>Neil Curtis £47.56 (total) for parking and mileage for journeys to attend: ET Strategy Day (6 July), Snr Security Adviser Interviews, Whitehall (22 August) and Board Away Day (20 September)</p> |
| | Overseas travel & hotel | £0.00 | £0.00 | £987.68 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | <p>John Sheridan Ravenna, presenting at LEX conference: £436.60 Flights and taxi travel, £341.94 three nights hotel accommodation; £209.14 Hotel in Madrid, presenting and convening at DLM Forum</p> |
| | Lunch & dinner | £82.22 | £0.00 | £0.00 | £371.00 | £0.00 | £0.00 | £0.00 | £0.00 | <p>Jeff James JJ - £7.29 Lunch on route to DCDC in Durham on 10/7 JJ - £7.70 evening meal Durham on 10/7 JJ - £7.39 Lunch on route back from DCDC in Durham on 14/07 JJ - £18.00 Dinner after Windsor event 18/7 JJ - £17.89 Dinner pre Carmarthenshire Archives visit 9/8 JJ - £23.95 Lunch at Carmarthenshire for Jeff plus 1 other 10/8</p> <p>Neil Curtis £371 (total) for lunch and dinners: lunch allowance for self and 7 other attendees at ET Strategy Day (6 July) and dinner allowance for self and 10 other attendees at Board Dinner (22 September). Neil paid total bill on both occasions.</p> |
| | UK hotel | £789.22 | £0.00 | £54.00 | £104.49 | £178.00 | £0.00 | £0.00 | £227.96 | <p>Jeff James JJ - £509.22 hotel in Durham for four nights, for the DCDC conference. 10th - 14th July. JJ - £205.00 hotel in Kew following Windsor Reception and Performance to celebrate the contribution of William Shakespeare's work to the literary culture and society of UK 18/7 JJ - £75.00 Carmarthenshire Archives, Wales 9/8</p> <p>Gemma MacLagan-Ram £227.96 (total) for hotel in Durham for DCDC x 2 nights.</p> <p>Neil Curtis £104.49 (total) for 1 night in Newcastle for visit to Newcastle Museums and City Council, 6-7 September</p> <p>John Sheridan 1 night hotel accommodation in Cardiff to attend Primary Legislation meeting</p> <p>Lucy Fletcher 2 night's accommodation in Newcastle to attend Tyne & Wear Archives Accreditation event</p> |

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| | Misc | £25.00 | £0.00 | £823.57 | £0.00 | £1,122.46 | £0.00 | £0.00 | £0.00 | <p>Jeff James JJ - £20 x Incidentals in DCDC - July JJ - £5 x Incidentals in Wales 10/08</p> <p>John Sheridan £56.94 cloud storage; £135 refreshments: presentation and round table with external speaker; workshops; £229 renewal of data recovery software license for Digital Archiving; £402.02 3 x registration fees for staff attendance at DLM Forum</p> <p>Lucy Fletcher £125.00 return train fare from London to Manchester to attend the Forum on Historical Manuscripts & Academic Research (20 Oct)</p> |
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| Oct - Dec 2023 | Train/tube/bus/air/car hire | £305.30 | | £355.91 | £438.80 | £330.60 | £332.00 | £0.00 | £191.80 | <p>Jeff James JJ - £32.60 Return rail into London for meetings with LMA, DCMS and Parliamentary Archives 3/10 JJ - £32.60 Return rail into London for Lunch meeting with Carol Tullo at Stationers' Hall. 16/10 JJ - £130.80 total for 3 x Rail tickets into Liverpool Lime Street, then onto Manchester Victoria and returning to Milton Keynes for ASL visit at National Museums Liverpool and Forum meeting 19/20-10 JJ - £65.00 Return rail ticket to Newark Northgate for a meeting with Lord Cormack in Lincoln. 10/11 JJ - £44.30 Return rail ticket into London for meetings with Parliamentary Archives 14/11</p> <p>Gemma MacLagan-Ram £191.80 return train fare from London to Manchester to attend the Forum on Historical Manuscripts & Academic Research (20 Oct)</p> <p>Emmajane Avery £73.10 - Train fare to Nottingham for visit to accreditation event at Nottingham University (18 Oct) £64.70 - Train Fare from Nottingham to Liverpool for National Museums Liverpool visit (19 Oct) £17.60 - Train Fare Liverpool to Manchester for Forum meeting (20 Oct) £72.70 - Train Fare Manchester to London (return home) (20 Oct) £103.90 - Train Fare London to Manchester for Manchester Library accreditation event (27 Nov)</p> <p>Neil Curtis £64.20 (total) for return rail tickets to Workday Public Sector Connect event (28 Nov) £376.40 (total) for return rail tickets to British Library, Boston Spa (20 Dec)</p> <p>John Sheridan £274.22 travel to Glasgow for project meeting; £48.50 travel to and from airport to speak at Romania National Archives conference; £20.19 connecting trains for travel to DLM Forum in Madrid; £13 travel to GovTech conference in London</p> <p>Lucy Fletcher Return rail tickets to British Library, Boston Spa</p> |
| | Taxi / Car parking / petrol / congestion charge | £536.96 | | £0.00 | £40.20 | £0.00 | £0.00 | £0.00 | £0.00 | <p>Jeff James JJ - £4.10 Parking at the railway station prior to catching train into London for meetings with LMA, DCMS and Parliamentary Archives 3/10 JJ -£173.70 Car parking at T4 Heathrow airport for Abu Dhabi ICA Congress 7/10 - 14/10 JJ - £21.60 Mileage to T4 Heathrow meet and greet, for Abu Dhabi ICA Congress 7/10 JJ - £21.60 Mileage returning to T4 Heathrow meet and greet, from Abu Dhabi after ICA Congress 14/10 JJ - £4.10 Parking on route into London for Lunch meeting with Carol Tullo at Stationers' Hall 16/10 JJ - £23.40 Overnight Car parking at Milton Keynes station on route to Liverpool and Manchester for ASL visit and Forum meeting. 19-20/10 JJ - £6.98 Mileage to Milton Keynes station on route to Liverpool for an ASL visit to National Museums Liverpool and then Forum in Manchester 19/10 JJ - £6.98 Mileage from Milton Keynes station after Liverpool ASL visit to National Museums Liverpool and then Forum in Manchester on 20/10 JJ - £45.00 Mileage to Peterborough Station to meet Lord Cormack 10/11 JJ - £19.00 Parking at Peterborough Station on route to Lincoln for a meeting with Lord Cormack 10/11 JJ - £1.60 car parking meeting Val in Royston 13/11 JJ - £21.60 mileage meeting Val in Royston 13/11 JJ - £8.80 car parking London for meetings with Parliamentary Archives 14/11 JJ - £127.35 Mileage to Shieffield Archives and Doncaster Archives for ASL visits 21st and 22nd Nov JJ - £25.50 total for parking at Sheffield Archives and Doncaster Archives 21st and 22nd Nov JJ - £11.70 Parking at Milton Keynes on route to Manchester for the 10 years Archives Accreditation Services event. 27/11 JJ - £13.95 Mileage to and from Milton Keynes train station for visit to Manchester 10 years Archives Accreditation Services event 27/11</p> <p>Neil Curtis £20.10 car parking and mileage due to attendance at Workday Public Sector Connect event (28 Nov) £20.10 car parking and mileage due to visit to British Library, Boston Spa (20 Dec)</p> |

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| | Overseas travel & hotel | £2,816.66 | | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | Jeff James JJ - £2,756.66 return flights to Abu Dhabi for ICA Congress 2023. Oct JJ - £60 incidentals for ICA Congress in Abu Dhabi Accomodation and transport in Abu Dhabi was covered by the hosts. |
| | Lunch & dinner | £137.52 | | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | Jeff James JJ - £24.00 Lunch for Jeff plus 1 other Director in Liverpool, prior to the Liverpool Museums ASL visit. 19/10 JJ - £49.68 Dinner for Jeff plus 1 other Director in Liverpool following the Liverpool Museums ASL visit. 19/10 JJ - £24.00 Lunch with Val Johnson, Strategic Advisor, for an off-site meeting. 13/11 JJ - £15.95 Dinner in Sheffield following visit to Doncaster Archives 21/11 JJ - £23.89 Lunch and dinner for 10 years Archives Accreditation Services event in Manchester 27/11 |
| | UK hotel | £180.65 | | £233.50 | £0.00 | £0.00 | £157.70 | £0.00 | £0.00 | Jeff James JJ- £83.64 Hotel in Liverpool after meetings with National Museums Liverpool and prior to Forum meeting in Manchester 19/10 JJ - £97.01 hotel in Sheffield for ASL visit to Doncaster Archives and Sheffield City Archives. 21/11 Emmajane Avery £88.00 - Hotel in Nottingham after Nottingham University accreditation event. £69.70 - Hotel in Liverpool after meetings with National Museums Liverpool and prior to the Forum meeting in Manchester. John Sheridan £69.50 - 1 night's accomodtion in Glasgow to attend project meeting; £164 two night's hotel accommodation to facilitate flights to conference in Romania. |
| | Misc | £0.00 | | £58.56 | £0.00 | £663.59 | £0.00 | £0.00 | £0.00 | John Sheridan £58.56 - Cloud storage fee Lucy Fletcher £663.59 - Posturite hybrid working equipment for team member: desk, chair, laptop riser. |