

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			£402.72			<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 Archives 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 Sotheby's - 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 Manchester - 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 Berkhamsted - BFI Meeting - 16th May £380.02 - Flight London to Belfast for PRONI event - 2nd April</p>
	Taxi / Car parking / petrol / congestion charge	£459.95					£19.50			<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 Sotheby's lunch meeting - 7th June £11.50 - Parking at Leagrave end 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 - Mileage from home to Heathrow airport en route to Sweden for EBNA meetings - 23rd June £21.60 - Mileage 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		£338.19						<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 Anniversary 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				£9.50			<p>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</p> <p>Valerie Johnson £21.90 - Dinner UMG conference - 17th May £8.00- Lunch UMG conference - 17th May</p> <p>Emmajane Avery £9.50 - lunch in Belfast for PRONI event - 2nd April</p>
	UK hotel		£159.15	£287.02	£142.75		£89.00			<p>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</p> <p>Neil Curtis £142.75 - One night's hotel accommodation to attend Workday 'Elevate' Dinner supporting ERP project on 23rd May 2023.</p> <p>Valerie Johnson £159.15 Britannia Hotels - UMG Conference Manchester - 17th May</p> <p>Emmajane Avery £89.00 - Titanic Hotel Belfast for PRONI event - 2nd April</p>
	Misc.	£146.72		£409.91		£651.20				<p>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</p> <p>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).</p> <p>Jeff James £146.72 Meeting over evening dinner with Chair of TNA Board and non-executive board members (5 people).</p>
July - Sept 2023	Train/tube/bus/air/car hire	£88.60		£283.80	£555.30	£434.85			£115.80	<p>Jeff James £88.60 (total) - includes return rail journeys into London for : E.T. Away Day, British Library evening event at no 10 and Board Strategy day.</p> <p>Gemma MacLagan-Ram £66.20 - Train Fare - King Cross to Durham for the DCDC Conference (11 July) £49.60 - Train Fare - Durham to Kings Cross for the DCDC Conference (13 July)Snr Security Adviser Interviews, Whitehall</p> <p>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);</p> <p>John Sheridan £250 Return travel to Cardiff for Primary Legislation meeting; £33.80 travel to Southampton for University Accreditation</p> <p>Lucy Fletcher Train travel to Newcastle for Tyne & Wear Archives Accreditation event</p>

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
	Taxi / Car parking / petrol / congestion charge	£484.28		£0.00	£47.56		£228.00		£27.90	<p>Jeff James £484.28 (total) - parking and mileage for journeys to attend: E.T. Away Day, British Library evening event at no 10, Board Strategy day. Windsor - Reception and Performance to celebrate the contribution of William Shakespeare's work to the literary culture and society of UK, Durham for DCDC, Carmarthenshire Archives Archives Sector visit and Peterborough for an off-site meeting.</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		£987.68						<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			£371.00					<p>Jeff James £82.22 (total) for lunch and dinners: in Durham for DCDC, Windsor - Reception and Performance to celebrate the contribution of William Shakespeare's work to the literary culture and society of UK and Carmarthenshire Archives for Archives Sector visit.</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		£54.00	£104.49	£178.00			£227.96	<p>Jeff James £789.22 (total) for hotels in Durham for DCDC x 4 nights, 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 and Carmarthenshire Archives for Archives Sector visit.</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>
	Misc.	£25.00		£823.57		£1,122.46				<p>Jeff James £25 (total) x Incidentals in Durham DCDC and Carmarthenshire Archives Sector visit.</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 £1078.80 IRMS conference fee (including accommodation) for team member £43.66 AI text books for team member</p>

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Oct - Dec 2023	Train/tube/bus/air/car hire	£305.30		£355.91	£438.80	£330.60	£332.00		£191.80	<p>Jeff James £305.30 (total) for return rail tickets: Meetings with LMA, DCMS, Parliamentary Archives x 2 mtgs, Stationers' Hall, Liverpool Lime Street, then onto Manchester Victoria and returning to Milton Keynes for ASL visit at National Museums Liverpool and the Forum meeting, Newark Northgate for a meeting in Lincoln.</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			£40.20					<p>Jeff James £536.96 (total) Car parking and mileage for: meetings with LMA, DCMS, Parliamentary Archives x 2 mtgs, Heathrow airport for Abu Dhabi ICA Congress, Stationers' Hall, Milton Keynes station en route to Liverpool and Manchester for ASL visit to National Museums Liverpool and Forum meeting. Peterborough Station for meeting in Lincoln, Business meeting in Royston, Sheffield Archives and Doncaster Archives for ASL visits, Milton Keynes en route to Manchester for the 10-years Archives Accreditation Services event at Manchester Central Library.</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>
	Overseas travel & hotel	£2,816.66								<p>Jeff James £2,816.66 (total) return flights and incidentals to Abu Dhabi for ICA Congress 2023 (Accommodation and transport in Abu Dhabi, were covered by the hosts).</p>
	Lunch & dinner	£137.52								<p>Jeff James £137.52 (total) for lunches and dinners in Liverpool for the Liverpool Museums Archives Sector visit. Lunch with TNA Strategic Advisor at an off-site meeting in Royston. Dinner in Sheffield following an Archive Sector visit to Doncaster Archives. Dinner for 10-years Archives Accreditation Services event at Manchester Central Library in Manchester.</p>
	UK hotel	£180.65		£233.50			£157.70			<p>Jeff James £180.65 (total) - for hotels in Liverpool after meetings with National Museums Liverpool and prior to the Forum meeting in Manchester and hotel in Sheffield for the Archive Sector visit to Doncaster Archives and Sheffield City Archives.</p> <p>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.</p> <p>John Sheridan £69.50 - 1 night's accommodation in Glasgow to attend project meeting; £164 two night's hotel accommodation to facilitate flights to conference in Romania.</p>

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	Overseas travel & hotel	£4,902.94								Jeff James £64.24 flight to Dublin for the Virtual Record Treasury of Ireland: Advisory Panel meeting 23/1 £6.83 Bus from Dublin airport to the city centre for the Virtual Record Treasury of Ireland: Advisory Panel meeting (was €8.00) 23/1 £21.44 Dinner in Dublin the night before the Virtual Record Treasury of Ireland: Advisory Panel meeting (was €25.10) 23/1 £13.74 rail ticket from Dublin to Belfast (was in euros €15.99). 24/1 £10.00 incidental expenses in Dublin for the above meeting 24/1 £3596.24 flights to Saudi Arabia for Ministry of Culture meetings 29/1 - 1 /2 £998.61 hotel in Saudi Arabia for Ministry of Culture meetings 29/1 - 1/2 £52.97 breakfast over three days for Saudi Arabia trip 29/1 - 1/2 £63.91 dinner / refreshments for four people (all TNA attendees) for Saudi Arabia trip - 29/1 £26.27 dinner / refreshments for four people (all TNA attendees) for Saudi Arabia trip - 30/1 £18.69 dinner / refreshments for four people (all TNA attendees) for Saudi Arabia trip - 31/1 £30.00 Incidental expenses in Saudi Arabia 29/1 - 1/2
	Lunch & dinner	£88.93			£33.60		£23.40			Jeff James £24.00 2 x lunches Jeff and Val Johnson, off-site meeting in Royston 8/1 £12.00 Lunch at Heathrow airport before boarding the flight to Dublin for the Virtual Record Treasury of Ireland: Advisory Panel meeting 23/1 £41.05 Dinner in Belfast evening before PLG meeting, for 2 - with Malcolm Todd, Head of Policy. 24/1 £25.00 Dinner in Portsmouth for Royal Navy museum ASL visit and Accreditation 12/3 £6.49 Breakfast re arriving at the airport for flight to Edinburgh for ARA meeting on 25/3 Neil Curtis £8.10 - lunch on train from Basingstoke to Newcastle for Spirt of Invention Private View, Discovery Museum Newcastle - 14 March 2024 £17.00 - dinner in hotel in Newcastle - 14 March 2024 £8.50- lunch on train back from Newcastle to Basingstoke following visit to Discovery Museum Newcastle - 15 March 2024 Emmajane Avery £9.95 - Lunch with TNA architect - 19 February 2024 £7.75 - Lunch at BFI - 21 February 2024 £5.70 - Lunch at Hertfordshire Archives - 27 February 2024
	UK hotel	£108.54		£82.00		£97.16				Jeff James £109.00 Titanic hotel, Belfast pre Primary Legislation Group Meeting on 24/1 £91.89 Premier Inn hotel in Portsmouth Royal Navy Museum ASL visit and Accreditation 12-13 /3
	Misc	£13.52		£81.80	£297.00	£118.00				John Sheridan £24.84 - research book on organisational design £56.96 -Cloud storage fee Lucy Fletcher - £118.00 - IRMS conference fee for team member Jeff James £8.52 visa charge for Saudia Arabia trip. £5.00 incidental expenses in Northern Ireland for the Primary Legislation Group Meeting 25/1 Neil Curtis - £297.00 - ACCA Annual Subscription