

Jisc Final Report

[OAGP Pathfinder Projects]

Project Information			
Project Title	LOCH: Lessons in Open Access Compliance in Higher Education		
Jisc grant reference			
Start Date	01/08/2014	End Date	31/07/2016
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Project Summary

Lessons in Open Access Compliance for Higher Education (LOCH) is a collaborative project looking at best practice in the management of Open Access within research-led universities. The project is shared between the University of Edinburgh, Heriot-Watt University and the University of St Andrews, and has been funded by Jisc as part of its Open Access Good Practice programme.

The LOCH Project has provided a series of re-usable, Open Access resources which will be of use to practitioners working with Open Access in Higher Education Institutions across the UK over the next few years. These resources draw upon the rich experiences of the three project partners of implementing systems to enable, verify and report on Open Access at each institution. The resources (case studies, workshops, webinars, work-flows etc.) support Jisc's commitment to making compliance with Open Access requirements as easy as possible for researchers and as efficient as possible for all universities.

The University of Edinburgh, Heriot-Watt University and St Andrews University have long been committed to Open Access and have a long-standing culture of sharing good practice between institutions. The three universities use the same CRIS system (PURE) and were joint submission partners in REF2014. The Universities vary in size and speciality but are all research led. As such, they have each been preparing for the Open Access requirements for REF2021. The LOCH Project has enabled the three partners to formalise existing collaborations and a culture of sharing information in a way which will benefit the wider Higher Education community in the UK.

The project has three strategic alignments:

1. RCUK Open Access Requirements,
2. Requirements for Open Access in Post-2014 REF,
3. Management of RCUK, Wellcome Trust and Institutional Funds for Open Access.

As set out in the project plan, the overall approach has been to focus on the following three areas:

1. Managing Open Access payments, (including a review of current reporting methods and creation of shareable spreadsheet templates for reporting to funders),
2. Using PURE as a tool to manage Open Access compliance, verification and reporting,
3. Adapting institutional workflows to pre-empt Open Access requirements and make compliance as seamless as possible for academics.

End-of-Project Report

Because of a delay in assessing the initial project proposal, the LOCH project began a little later than the other projects in the OAGP portfolio, beginning in July 2014 and coming to an end at the end of June 2016. The project was active over the course of the two years and during the period was able to:

- Produce a wide range of helpful planning materials to be used as exemplars to others
- Organise three project events to showcase the work of the LOCH project, and others in the programme
- Contribute to a number of workshops and away-days organised by Jisc and the OAGP programme
- Present at a wide range of externally-organised conferences and events to promote OA good practice
- Publish a book chapter, two case studies in professional publications and an interview in a trade publication

The project has undertaken work and produced outputs covering all of the areas set out in the original project plan. The following tables provide details of the various outputs and outcomes of the LOCH project over the course of the funded period from July 2014 and beyond:

Project Outputs and Outcomes

LOCH Events	Details
REF Open Access Planning Workshop	Edinburgh, August 5 th 2015 Practical event to allow delegates to learn about LOCH and other pathfinder project outputs, and to start devising plans for implementing REF OA requirements to suit their institutions. 30 delegates attended from Scotland, England, Wales and Northern Ireland. http://libraryblogs.is.ed.ac.uk/loch/2015/08/06/ref-open-access-planning-workshop-5th-august/
Open Access & REF Planning Workshop:	Manchester, December 4 th 2015 An evolution of the well-received event in Edinburgh, this event had over 55 delegates from over 50 institutions and built in plenty of time for attendees to work on their institutional plans for Open Access: http://sfy.co/eoqkD
Open Access Technical Workshop:	Glasgow, April 4 th 2016

	<p>Jointly organised with the End-2-End project, this event examined technical issues to do with OA implementation in the UK and showcased some of the solutions available from different open source and commercial providers.</p> <p>http://libraryblogs.is.ed.ac.uk/loch/2016/04/05/open-access-technical-workshop/</p>
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External Presentations	Details
ARMA Open Access Training Event	<p>York, July 7th 2015</p> <p>Presentation to an audience of research managers about different approaches to the implementation of Open Access.</p>
ELPUB 2015	<p>Valetta, Malta: 1st-3rd September 2015</p> <p>Presentation to an international audience about Open Access policy in the UK and the specific challenges and opportunities the REF OA policy.</p>
PURE UK User Group	<p>October 30th 2015</p> <p>Colleagues from St Andrews and Heriot-Watt led a facilitated discussion and workshop to discuss Open Access implementation and reporting using PURE. This event was tailored to institutions using PURE.</p>
Munin Conference on Scholarly Communications	<p>Tromsø, Norway: 30th November – 2nd December 2015</p> <p>Project staff presented a poster and 'Minute Madness' presentation about Open Access in the UK and the LOCH Project.</p> <p>https://www.era.lib.ed.ac.uk/handle/1842/16059</p>
'Inside Government' Open Access Event	<p>London, 20th January 2016</p> <p>Project staff presented to a group of stakeholders at this pay-to-attend event in London. The event was attended by a range of stakeholders including University Senior Managers, Research Managers and University Library Managers.</p>
ARMA/Foster Webinar	<p>November 2015</p> <p>Presentation on Open Access Advocacy</p> <p>Video: https://www.youtube.com/watch?v=8NB1rocgaPM</p>

	Slides: https://www.arma.ac.uk/resources/open-access/related-documents-open-access/Foster%20Webinar%20slides%20.pdf
National Acquisitions Group (NAG) Meeting - Forthcoming	Glasgow, September 2016 Presentation of forthcoming case study about Open Access payments.

Jisc Events	Details
Jisc Digifest	Birmingham, March 2 nd 2016 Teachmeet on a theme of REF Open Access Systems and Metadata
LOCH Open Access Systems and Processes Event:	Edinburgh, July 4 th 2016 Presentation about University of Edinburgh's overall approach to OA implementation in the light of REF requirements.
OAGP Pathfinder End of Project Event	Manchester, July 2016. Jackie Proven presented at an event in Manchester.
OAGP Pathfinder Event in Northern Ireland:	Belfast, 26 th July 2016 Teachmeet on a theme of REF Open Access Systems and Metadata. Presentation about central versus devolved models of Open Access workflow implementation.

Consultancy Visits	Details
University of Cumbria	Carlisle, 21 st December 2015 Project staff undertook a one-day consultancy visit to the University of Cumbria in Lancaster (at the request of staff from this institution who had been able to attend an earlier workshop). Project staff met with members of the library and research office to discuss approaches to OA implementation. Project staff introduced LOCH project outputs such as planning tools, as well as tools from other Pathfinder Projects such as CIAO and MIAO.

University of Surrey	<p>Guildford, 19th January 2016</p> <p>Project staff undertook a one-day consultancy visit to the University of Surrey in Guildford (at the request of staff from this institution who had been able to attend an earlier workshop).</p> <p>Project staff met with members of the library and research office to discuss approaches to OA implementation. Project staff introduced LOCH project outputs such as planning tools, as well as tools from other Pathfinder Projects such as CIAO and MIAO.</p>
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Publications	Details
ELPUB 2015 Conference Paper	<p>Open Access conference paper at: https://www.era.lib.ed.ac.uk/handle/1842/10553</p>
J-EAHIL Case Study	<p>Case Study published in Journal of EAHIL in June 2016:</p> <p><i>Large Scale Implementation of Open Access: A Case Study at the University of Edinburgh's College of Medicine & Veterinary Medicine.</i></p> <p>This was an invited contribution to this journal and allowed us to update and improve the earlier case study published through the project blog.</p> <p>Open Access version: https://www.era.lib.ed.ac.uk/handle/1842/16058</p>
Book Chapter in <i>Dynamic Research Support for Academic Libraries</i>	<p>Information at Facet Publishing: http://www.facetpublishing.co.uk/title.php?id=300495#.V6McBPkrKUn</p> <p>Blog post: http://libraryblogs.is.ed.ac.uk/loch/2016/04/01/dynamic-research-support-for-academic-libraries-edinburgh-case-study/</p> <p>Open Access version available at: https://www.era.lib.ed.ac.uk/handle/1842/15766</p>
Feature Article: <i>CILIP Update</i>	<p>June 2016 Feature Article: <i>Setting the Standard for Research Excellence</i></p> <p>Open Access Version: https://www.era.lib.ed.ac.uk/handle/1842/16057.</p>
Forthcoming Article	National Acquisitions Group Publication – due September 2016

Ad-Hoc Meetings	Details
REF/Open Access Requirements Meeting	Glasgow, August 13 th 2015 Informal meeting of representatives from Scottish Universities to discuss REF Open Access requirements and local implementation. Discussions around metadata and implementation for EPrints and PURE.
Meeting with Ben Johnson (HEFCE) and Manya Buchan (Elsevier)	Edinburgh, July 3 rd 2015 Ben Johnson and Manya Buchan met with LOCH Project Officers from the Universities of Edinburgh and St Andrews to examine work completed to date on automated REF compliance checking in PURE and to discuss future functional specifications.
Information Exchange with Osaka University	Edinburgh February 29 th 2016 A team from Osaka University visited to talk about Open Access implementation in the UK. http://libraryblogs.is.ed.ac.uk/loch/2016/02/29/information-exchange-with-osaka-university/

Project Outputs	Details
APCs paid in the Wild	Blog post: http://libraryblogs.is.ed.ac.uk/loch/2016/04/26/apcs-paid-in-the-wild/ Article on <i>the Winnower</i> : https://thewinnower.com/papers/4241-improving-estimates-of-the-total-cost-of-publication-by-recognising-apcs-paid-in-the-wild
Case Study: St Andrews Library Open Access Fund	Blog Post: http://libraryblogs.is.ed.ac.uk/loch/2016/03/29/how-do-we-slice-our-loaf-library-oa-fund/ Case Study: https://research-repository.st-andrews.ac.uk/handle/10023/8504
Open Access Monitoring Email Templates	Blog Post: http://libraryblogs.is.ed.ac.uk/loch/2015/09/18/encouraging-deposit-on-acceptance-by-email/

	Templates: https://research-repository.st-andrews.ac.uk/handle/10023/7506
PURE Training Materials	Blog Post: http://libraryblogs.is.ed.ac.uk/loch/2015/04/09/pure-validation-training/ Training Document: https://www.era.lib.ed.ac.uk/handle/1842/10021
LEAN Case Study	Blog Post: http://libraryblogs.is.ed.ac.uk/loch/2015/04/03/a-year-in-the-life-of-open-access-support-continuous-improvement-at-university-of-st-andrews/ Case Study: https://research-repository.st-andrews.ac.uk/handle/10023/6430
Open Access Implementation Case Study	Case Study: https://www.era.lib.ed.ac.uk/handle/1842/10010
School Implementation Plan with Risk Register	Implementation Plan: https://www.era.lib.ed.ac.uk/handle/1842/10013 Job Description: https://www.era.lib.ed.ac.uk/handle/1842/10016
Exemplar Open Access Communication Emails	https://www.era.lib.ed.ac.uk/handle/1842/10012 and https://www.era.lib.ed.ac.uk/handle/1842/10011
Article Processing Charge Payment Case Study (forthcoming)	A final case study on Open Access APC payments is being co-authored between project partners and is scheduled for publication in late August.
Draft Website Text	Early exemplar text and design for microsite about REF/OA: http://libraryblogs.is.ed.ac.uk/openaccess/

Programme Meetings	Details
Edinburgh	December 12 th 2014
Brighton	June 1 st 2015
Manchester	December 3 rd 2015

By Telephone	Discussion with Pete Dalton about project outcomes and impacts.
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Systems Developments	Details
PURE	Members of the LOCH project team led the development of the functional specification for REF open access compliance in PURE, following this up through the UK User Group and liaising with Elsevier and HEFCE.
DSpace	The University of Edinburgh’s Library Digital Development Team worked on the implementation of REF open access compliance functionality in DSpace, to support members of the Scottish Digital Library Consortium who are using DSpace for REF/OA and do not have a CRIS (specifically Robert Gordon University, University of Abertay and Scottish Rural University College). https://github.com/UoEMainLibrary/dspace-additions

What did you learn?

Project staff feel that the key learning points from LOCH were as follows:

- It is important to treat preparation for REF Open Access implementation as a project with a clear and agreed plan from the outset, ratified by university senior management.
- REF and RCUK policies have widened the group of stakeholders, and it is of key importance to work with these stakeholders closely to ensure joined-up implementation and a consistent message to academics. New stakeholder groups include university senior management, research managers/administrators, Heads of School, Research Directors in Colleges and Schools, local administration.
- It was clear from early on in the project that different institutions were at different stages with Open Access, and we needed to modify our support in line with their requirements. Particularly, it was important to think about the overhead of implementing Open Access (green and gold) in terms of staff resource and other costs (systems, publicity material, operating costs etc.). It was important to talk about staffing resource from the outset.
- All three project partner institutions were able to learn a lot from each other in terms of improved workflows for open access (green and gold) and this helped us to improve our overall efficiencies in delivering better services to our customers. Furthermore, participation in the project, and attending related events, meant we were able to learn even more through sharing experiences with other institutions both as part of, and outwith the OAGP programme.

Impact

Immediate Impact

The project partners feel that the LOCH project led to a number of very positive impacts:

- Simply being awarded funding for 'sharing best practice in Open Access' really helped to consolidate the Library's reputation as a centre of expertise in Open Access. This reputational boost was helpful in our own efforts to persuade Schools and Colleges to engage with Open Access.
- Each of the project partners had started to think about REF Open Access policy, staffing, and workflow implementation from very early on. Being able to share these experiences with universities which had not already considered some of these things was useful for those institutions.
- LOCH project partners have presented at events attended by staff from the majority of HE institutions in the UK (and from all areas of the UK from the North of Scotland to the South West of England and from Belfast to the South East).
- All Project partners reported that they received numerous follow-up emails from colleagues in a range of institutions after presenting at events. This shows that the content of the presentations was useful and that people wanted to make the most of the materials presented.
- Project outputs in our institutional repositories have received hundreds of downloads. We can provide a full breakdown of these downloads on request.
- Project partners feel that we have made a major contribution to changing attitudes towards Open Access in the light of the UK's requirements by
 - Demonstrating that each of our institutions is taking Open Access seriously
 - Highlighting the efforts being made in our institutions to adapt to the changes in policy
 - Engaging with a range of stakeholders at different universities.

Future Impact

All project outputs have been licenced with a full CC-BY licence for re-use in perpetuity. We expect that project outputs will continue to be used over the coming months, although we are aware that due to the rapidly changing environment, their usefulness may be time-bound, to some extent.

Furthermore, project staff are due present a case study on APC payments at the National Acquisitions Group (NAG) Conference in Glasgow in September, and a related publication will follow after this.

Conclusions

Summarise any conclusions that can be drawn from the project work, please categorise your conclusions where possible:

- Sharing best practice is of key importance – and not just within immediate peer groups. Different types of universities can learn from each other (e.g. large institutions can learn from small ones, the Russell Group can learn from post-94 institutions etc., especially when it comes to the practicalities).
- Open Access implementation needs to be resourced properly, and there are a number of models for doing this which will work, depending on the culture of your institution. The most important thing is to devise a model which is adaptable, scalable, and sustainable in the long run.
- Changes to the REF Open Access Policy, and ongoing lack of clarity about the specific requirements of REF are not helpful, but UK institutions have shown that they can rise to the challenge. Rates of OA at partner institutions are higher than ever and we are achieving 80-90% REF/OA compliance on the publications we know about – so it is clear that the REF OA policy is having the desired effect.
- There is ongoing work for Jisc in continuing to support OA through various technical solutions and services. Greater alignment of functionality to support OA in repository and CRIS systems would be useful for all concerned. Jisc should take a leading role in supporting this standardisation.

Recommendations

Project partners make the following recommendations:

- Institutions should share experiences of implementing OA with others as this will reduce duplication of effort and ease the overall burden.
- Institutions which have taken little or no action in terms of dealing with the REF OA requirements (in particular, very small institutions with few research outputs) should ensure they take action ASAP, and make use of the wealth of resources available to them.
- Jisc should support ongoing technical development and standardisation for green and gold OA implementation in the UK.

Budget report

Please find two budget reports overleaf, as follows:

1. Budget overview for the project
2. Detailed expenditure breakdown (not that this contains salary information and so should not be shared widely).

The budget reports show underspend of £6873.38. This is because we are waiting to transfer £3000.00 to each of St Andrews and Heriot-Watt Universities to cover staffing costs as set out in the project plan. The outstanding underspend is due to economies made on events and travel.

It is intended to place the remaining £873.38 with the University of Edinburgh's Scholarly Communications Team to use on internal publications about REF Open Access.

Date run: 08-Aug-2016

The University of Edinburgh

Report Ref : FISBMR-RES - 7

Basic Monitoring Report for the period August 2015 to July 2016 (Period 13)

Restricted Funds (excluding research grants)

Cost Centre	871000	Cost Centre Description	L&UC DIRECTOR OPEN ACCESS GOOD PRACTICE PATHFINDER	
Job Code	J5F225	Job Code Description		
			Cumulative Income/Expenditure Including Commitments	Account Balance
			£	£
Total Budget				0.00
Add/Deduct Actual Income/Expenditure Including commitments to-date				
1103 Joint Info System Grant (Jisc)			-28,954.00	-28,954.00
2140 Support Staff			11,992.20	-16,961.80
4509 Catering Services			700.25	-16,261.55
4515 Conf & Course Fees			384.74	-15,876.81
4547 Other Services			6,000.00	-9,876.81
4568 Incidental Personal Expenses			7.30	-9,869.51
4610 Staff Conference Fees			1,496.26	-8,373.25
4707 Taxi Hire			129.91	-8,243.34
4708 Air Travel			363.56	-7,879.78
4709 Rail Travel			529.02	-7,350.76
4711 Travel Other			23.70	-7,327.06
4713 Hotel Accom. & Meal Costs			448.98	-6,878.08
4714 Subsistence			4.70	-6,873.38
Balance			-6,873.38	-6,873.38 Underspend
Balance Carried Forward from Reserves				
Balance			0.00	-6,873.38 Underspend

There is £ 6,873.38 available in this fund.

Detailed Transaction Report from Period 1 2013 to Period 13 2015
 from Cost Centre 871000 to Cost Centre 871000
 from Job Code J5F225 to Job Code J5F225

Year	Period	CC	Job	Acc	Account Code	Activity	Trans-	Trans-	Sub-	Sub-trans-	Our	Their Doc	Purchase Batch	Customer/	Transaction	Amount
					Code Description	Code	action	action	action	action	Ref.	Ref. Ref.	Order No No.	Supplier Name	Description	
						Type	Type	Desc.	Type	Desc.						
Income/Expenditure Transactions																
2013	13	871000	J5F225	1103	Joint Info System Grant (Jisc)	GJ	GI	Journal	MA			1170045			Jisc July14 Implementing RcuK Oa Policy J5f225	-11,000.00
2013	13	871000	J5F225	1103	Joint Info System Grant (Jisc)	GH	GI	Historical Journal	MA			1177452			Ye Adjustment J5f225 Open Access Pathfinder	11,000.00
2014	2	871000	J5F225	1103	Joint Info System Grant (Jisc)	GJ	GI	Journal	MA			1182372			Ye Adjustment J5f225 Open Access Pathfinder	-11,000.00
2014	2	871000	J5F225	1103	Joint Info System Grant (Jisc)	GJ	GI	Journal	MA			1182372			Ye Adjustment J5f225 Open Access Pathfinder	-11,000.00
2014	3	871000	J5F225	1103	Joint Info System Grant (Jisc)	GJ	GI	Journal	MA			1186873			Jr Correction 1182372	11,000.00
Account 1103 Sub-Total																-11,000.00
2014	3	871000	J5F225	4708	Air Travel	PI	PI	Invoice	EX	Eem Eexpenses Interface	AIR FARE FOR DO	174853	642380	M001880 Mr. Dominic Tate	Dominic Tate	104.98
Account 4708 Sub-Total																104.98
2014	5	871000	J5F225	4509	Catering Services	GJ	GI	Journal	ET			1199684			10251564 Ii) Classic Sandwich Lunch	69.50
2014	5	871000	J5F225	4509	Catering Services	GJ	GI	Journal	ET			1199684			10251564 Ii) Vegetarian Sandwich Lunch (V)	55.60
2014	5	871000	J5F225	4509	Catering Services	GJ	GI	Journal	ET			1199684			10251564 Orange Juice (Litre)	5.00
2014	5	871000	J5F225	4509	Catering Services	GJ	GI	Journal	ET			1199684			10251564 Still Mineral Water (Litre)	5.00
2014	5	871000	J5F225	4509	Catering Services	GJ	GI	Journal	ET			1199684			10251576 Still Mineral Water (Litre)	2.50
2014	5	871000	J5F225	4509	Catering Services	GJ	GI	Journal	ET			1199684			10251576 Tea & Coffee With Biscuits	33.30
Account 4509 Sub-Total																170.90
2014	5	871000	J5F225	4552	Contribns To Outside Bodies	PI	PI	Invoice			IS10404	FI047097	4579338	IS10404 B000137672 University Of St Andrews	Is10404-Service-Loch Project - Staffing Costs Contribution	3,000.00
Account 4552 Sub-Total																3,000.00
2014	6	871000	J5F225	4707	Taxi Hire	PI	PI	Invoice			IS10521	0000116540	4604055	IS10521 B000140658 Central Radio Taxis (Tollcross) Ltd	Is10521-Service-Taxi - Tate Dec 14	15.01
2014	7	871000	J5F225	4707	Taxi Hire	PI	PI	Invoice			IS10701	0000117669	4621456	IS10701 B000142887 Central Radio Taxis (Tollcross) Ltd	Is10701-Service-Taxi Dt Jan 15	15.53
2014	9	871000	J5F225	4707	Taxi Hire	PI	PI	Invoice	EX	Eem Eexpenses Interface	COFFEE FOR DOMI	194985	669693	M001990 Mr. Dominic Tate	Dominic Tate	5.00
Account 4707 Sub-Total																35.54
2014	9	871000	J5F225	4708	Air Travel	PI	PI	Invoice	EX	Eem Eexpenses Interface	OUTWARD TRAVEL	195390	671004	M001994 Mr. Dominic Tate	Dominic Tate	54.80
2014	9	871000	J5F225	4708	Air Travel	PI	PI	Invoice	EX	Eem Eexpenses Interface	OUTWARD TRAVEL	195390	671004	M001994 Mr. Dominic Tate	Dominic Tate	52.94
Account 4708 Sub-Total																107.74
2014	9	871000	J5F225	4709	Rail Travel	PI	PI	Invoice	EX	Eem Eexpenses Interface	COFFEE FOR DOMI	194985	669693	M001990 Mr. Dominic Tate	Dominic Tate	12.60
Account 4709 Sub-Total																12.60
2014	9	871000	J5F225	4713	Hotel Accom. & Meal Costs	PI	PI	Invoice	EX	Eem Eexpenses Interface	COFFEE FOR DOMI	194985	669693	M001990 Mr. Dominic Tate	Dominic Tate	6.25
Account 4713 Sub-Total																6.25
2014	10	871000	J5F225	4707	Taxi Hire	PI	PI	Invoice			IS11099	0000122366	4698031	IS11099 B000153794 Central Radio Taxis (Tollcross) Ltd	Is11099-Service-Taxis For D Tate Loch Project April 15	8.65
2014	11	871000	J5F225	4707	Taxi Hire	PI	PI	Invoice	EX	Eem Eexpenses Interface	RETURN TRAVEL T	201982	679911	M002124 Mr. Dominic Tate	Dominic Tate	21.00
2014	11	871000	J5F225	4707	Taxi Hire	PI	PI	Invoice	EX	Eem Eexpenses Interface	RETURN TRAVEL T	201982	679911	M002124 Mr. Dominic Tate	Dominic Tate	6.60
2014	11	871000	J5F225	4707	Taxi Hire	PI	PI	Invoice	EX	Eem Eexpenses Interface	RETURN TRAVEL T	201982	679911	M002124 Mr. Dominic Tate	Dominic Tate	20.40
Account 4707 Sub-Total																56.65
2014	11	871000	J5F225	4708	Air Travel	PI	PI	Invoice	EX	Eem Eexpenses Interface	RETURN TRAVEL T	201982	679911	M002124 Mr. Dominic Tate	Dominic Tate	70.37
2014	11	871000	J5F225	4708	Air Travel	PI	PI	Invoice	EX	Eem Eexpenses Interface	TRAVEL TO LONDO	202483	680121	M002135 Mr. Dominic Tate	Dominic Tate	55.66

										Account 4708 Sub-Total	126.03					
2014	11	871000	J5F225	4709	Rail Travel	PI	PI Invoice	EX	Eem Eexpenses Interface	RETURN TRAVEL T	201982	679911	M002124	Mr. Dominic Tate	Dominic Tate	10.00
2014	11	871000	J5F225	4709	Rail Travel	PI	PI Invoice	EX	Eem Eexpenses Interface	RETURN TRAVEL T	201982	679911	M002124	Mr. Dominic Tate	Dominic Tate	19.00
2014	11	871000	J5F225	4709	Rail Travel	PI	PI Invoice	EX	Eem Eexpenses Interface	RETURN TRAVEL T	201982	679911	M002124	Mr. Dominic Tate	Dominic Tate	23.90
2014	11	871000	J5F225	4709	Rail Travel	PI	PI Invoice	EX	Eem Eexpenses Interface	RETURN TRAVEL T	201982	679911	M002124	Mr. Dominic Tate	Dominic Tate	15.40
										Account 4709 Sub-Total	68.30					
2014	11	871000	J5F225	4711	Travel Other	PI	PI Invoice	EX	Eem Eexpenses Interface	RETURN TRAVEL T	201982	679911	M002124	Mr. Dominic Tate	Dominic Tate	1.00
2014	11	871000	J5F225	4711	Travel Other	PI	PI Invoice	EX	Eem Eexpenses Interface	RETURN TRAVEL T	201982	679911	M002124	Mr. Dominic Tate	Dominic Tate	5.00
										Account 4711 Sub-Total	6.00					
2014	11	871000	J5F225	4713	Hotel Accom. & Meal Costs	PI	PI Invoice	EX	Eem Eexpenses Interface	RETURN TRAVEL T	201982	679911	M002124	Mr. Dominic Tate	Dominic Tate	0.65
2014	11	871000	J5F225	4713	Hotel Accom. & Meal Costs	PI	PI Invoice	EX	Eem Eexpenses Interface	RETURN TRAVEL T	201982	679911	M002124	Mr. Dominic Tate	Dominic Tate	49.00
2014	11	871000	J5F225	4713	Hotel Accom. & Meal Costs	PI	PI Invoice	EX	Eem Eexpenses Interface	RETURN TRAVEL T	201982	679911	M002124	Mr. Dominic Tate	Dominic Tate	8.80
2014	11	871000	J5F225	4713	Hotel Accom. & Meal Costs	PI	PI Invoice	EX	Eem Eexpenses Interface	RETURN TRAVEL T	201982	679911	M002124	Mr. Dominic Tate	Dominic Tate	4.99
2014	11	871000	J5F225	4713	Hotel Accom. & Meal Costs	PI	PI Invoice	EX	Eem Eexpenses Interface	RETURN TRAVEL T	201982	679911	M002124	Mr. Dominic Tate	Dominic Tate	4.29
2014	11	871000	J5F225	4713	Hotel Accom. & Meal Costs	PI	PI Invoice	EX	Eem Eexpenses Interface	RETURN TRAVEL T	201982	679911	M002124	Mr. Dominic Tate	Dominic Tate	7.20
										Account 4713 Sub-Total	74.93					
2014	12	871000	J5F225	1103	Joint Info System Grant (Jisc)	GJ	GI Journal	MA				1243815			Jisc Jul15 Open Access Good Practice Pathfinder Project	-11,000.00
										Account 1103 Sub-Total	-11,000.00					
2014	12	871000	J5F225	4567	Hospitality / Entertaining	PI	PI Invoice	EX	Eem Eexpenses Interface	ACCOMMODATION F	206698	689918	M002258	Mr. Dominic Tate	Dominic Tate	62.55
										Account 4567 Sub-Total	62.55					
2014	12	871000	J5F225	4713	Hotel Accom. & Meal Costs	PI	PI Invoice	EX	Eem Eexpenses Interface	ACCOMMODATION F	206698	689918	M002258	Mr. Dominic Tate	Dominic Tate	4.04
2014	12	871000	J5F225	4713	Hotel Accom. & Meal Costs	PI	PI Invoice	EX	Eem Eexpenses Interface	ACCOMMODATION F	206698	689918	M002258	Mr. Dominic Tate	Dominic Tate	5.40
2014	12	871000	J5F225	4713	Hotel Accom. & Meal Costs	PI	PI Invoice	EX	Eem Eexpenses Interface	ACCOMMODATION F	206698	689918	M002258	Mr. Dominic Tate	Dominic Tate	6.05
										Account 4713 Sub-Total	15.49					
2014	13	871000	J5F225	1103	Joint Info System Grant (Jisc)	GA	GI Std/Reversing Jnl	MA				1252498	J5F225		Ye Adjustment J5f225 Oa Good Practice Pathfinder	-198.04
2014	13	871000	J5F225	1103	Joint Info System Grant (Jisc)	GH	GI Historical Journal	MA				1252752			Reverse Ye Adjustment - J5f225 Oa Good Practice	198.04
2014	13	871000	J5F225	1103	Joint Info System Grant (Jisc)	GH	GI Historical Journal	MA				1252752			Ye Adjustment - J5f225 Oa Good Practice	17,954.00
										Account 1103 Sub-Total	17,954.00					
2014	13	871000	J5F225	4513	Sundries	GJ	GI Journal	MA				1248422			Correct Dominic Tate Expenses Fm 871050	3.70
										Account 4513 Sub-Total	3.70					
2014	13	871000	J5F225	4707	Taxi Hire	GJ	GI Journal	MA				1248422			Correct Dominic Tate Expenses Fm 871050	21.40
										Account 4707 Sub-Total	21.40					
2014	13	871000	J5F225	4708	Air Travel	GJ	GI Journal	MA				1248422			Correct Dominic Tate Expenses Fm 871050	122.09
										Account 4708 Sub-Total	122.09					
2014	13	871000	J5F225	4709	Rail Travel	GJ	GI Journal	MA				1248422			Correct Dominic Tate Expenses Fm 871050	41.60
										Account 4709 Sub-Total	41.60					
2014	13	871000	J5F225	4711	Travel Other	GJ	GI Journal	MA				1248422			Correct Dominic Tate Expenses Fm 871050	4.25
2014	13	871000	J5F225	4711	Travel Other	GJ	GI Journal	MA				1248422			Correct Dominic Tate Expenses Fm 871050	5.00

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										Account 4711 Sub-Total	9.25			
2015 1	871000	J5F225	1103	Joint Info System Grant (Jisc)	GA	GI Std/Reversing Jnl	MA		1252498	J5F225	Ye Adjustment J5f225 Oa Good Practice Pathfinder	198.04		
2015 1	871000	J5F225	1103	Joint Info System Grant (Jisc)	GJ	GI Journal	MA		1254842		Reverse:Reverse Ye Adjustment - J5f225 Oa Good Practice	-198.04		
2015 1	871000	J5F225	1103	Joint Info System Grant (Jisc)	GJ	GI Journal	MA		1254842		Reverse:Ye Adjustment - J5f225 Oa Good Practice	-17,954.00		
										Account 1103 Sub-Total	-17,954.00			
2015 2	871000	J5F225	4547	Other Services	PI	PI Invoice	SE	Separately Handled Cheques	FPM TRANSACTION	1504363	4793637	G000167687 Heriot-Watt University	Loch Project Funding - Install	6,000.00
										Account 4547 Sub-Total	6,000.00			
2015 2	871000	J5F225	4708	Air Travel	PI	PI Invoice	EX	Eem Eexpenses Interface	RETURN TRAVEL T	214175	697721	M002497 Mr. Dominic Tate	Dominic Tate	154.98
										Account 4708 Sub-Total	154.98			
2015 3	871000	J5F225	4515	Conf & Course Fees	PI	PI Invoice			IS11902	90836975	4821151	IS11902 B000171456 Manchester Metropolitan University	20.00 Ir Is11902	64.12
2015 3	871000	J5F225	4515	Conf & Course Fees	PI	PI Invoice			IS11902	90836975	4821151	IS11902 B000171456 Manchester Metropolitan University	Is11902-Service-Deposit For Conference Room And Facilities	320.62
										Account 4515 Sub-Total	384.74			
2015 4	871000	J5F225	2140	Support Staff	ESUPER	GJ	GI Journal	MA			1270707		D Tate Salary Transfer From 871050 Tsa001 To Jisc Lock Project 871000 J5f225 - P1	577.67
2015 4	871000	J5F225	2140	Support Staff	ENATIN	GJ	GI Journal	MA			1270707		D Tate Salary Transfer From 871050 Tsa001 To Jisc Lock Project 871000 J5f225 - P1	270.64
2015 4	871000	J5F225	2140	Support Staff	ENATIN	GJ	GI Journal	MA			1270707		D Tate Salary Transfer From 871050 Tsa001 To Jisc Lock Project 871000 J5f225 - P1	37.37
2015 4	871000	J5F225	2140	Support Staff	ESUPER	GJ	GI Journal	MA			1270707		D Tate Salary Transfer From 871050 Tsa001 To Jisc Lock Project 871000 J5f225 - P1	270.78
2015 4	871000	J5F225	2140	Support Staff	MISCEL	GJ	GI Journal	MA			1270707		D Tate Salary Transfer From 871050 Tsa001 To Jisc Lock Project 871000 J5f225 - P1	-270.78
2015 4	871000	J5F225	2140	Support Staff	SALARY	GJ	GI Journal	MA			1270707		D Tate Salary Transfer From 871050 Tsa001 To Jisc Lock Project 871000 J5f225 - P1	3,610.42
2015 4	871000	J5F225	2140	Support Staff	ESUPER	GJ	GI Journal	MA			1270707		D Tate Salary Transfer From 871050 Tsa001 To Jisc Lock Project 871000 J5f225 - P2	270.78
2015 4	871000	J5F225	2140	Support Staff	ESUPER	GJ	GI Journal	MA			1270707		D Tate Salary Transfer From 871050 Tsa001 To Jisc Lock Project 871000 J5f225 - P2	577.67
2015 4	871000	J5F225	2140	Support Staff	SALARY	GJ	GI Journal	MA			1270707		D Tate Salary Transfer From 871050 Tsa001 To Jisc Lock Project 871000 J5f225 - P2	3,610.42
2015 4	871000	J5F225	2140	Support Staff	MISCEL	GJ	GI Journal	MA			1270707		D Tate Salary Transfer From 871050 Tsa001 To Jisc Lock Project 871000 J5f225 - P2	-270.78
2015 4	871000	J5F225	2140	Support Staff	ENATIN	GJ	GI Journal	MA			1270707		D Tate Salary Transfer From 871050 Tsa001 To Jisc Lock Project 871000 J5f225 - P2	270.64
2015 4	871000	J5F225	2140	Support Staff	ENATIN	GJ	GI Journal	MA			1270707		D Tate Salary Transfer From 871050 Tsa001 To Jisc Lock Project 871000 J5f225 - P2	37.37
										Account 2140 Sub-Total	8,992.20			
2015 4	871000	J5F225	4708	Air Travel	PI	PI Invoice	EX	Eem Eexpenses Interface	PARKING AT QMRI	218442	707897	M002579 Mr. Dominic Tate	Dominic Tate	17.00
										Account 4708 Sub-Total	17.00			
2015 4	871000	J5F225	4709	Rail Travel	PI	PI Invoice	EX	Eem Eexpenses Interface	LOCH PROJECT MA	158	708008	M002580 Ms. Fiona Wright	Fiona Wright	74.20
										Account 4709 Sub-Total	74.20			
2015 5	871000	J5F225	2140	Support Staff	PI	PI Invoice			IS12104	LB050287	4862208	IS12104 B000177031 University Of St Andrews	Is12104-Service-Loch Project- Contribution To Staffing Costs	3,000.00
										Account 2140 Sub-Total	3,000.00			
2015 5	871000	J5F225	4509	Catering Services	GJ	GI Journal	ET				1276297		10277458 (Iii) Gluten Free Sandwich Lunch	7.50
2015 5	871000	J5F225	4509	Catering Services	GJ	GI Journal	ET				1276297		10277458 (Iii) Vegetarian Sandwich Lunch	229.35
2015 5	871000	J5F225	4509	Catering Services	GJ	GI Journal	ET				1276297		10277458 Apple Juice (Ltr)	7.50
2015 5	871000	J5F225	4509	Catering Services	GJ	GI Journal	ET				1276297		10277458 Cranberry Juice (Ltr)	7.50
2015 5	871000	J5F225	4509	Catering Services	GJ	GI Journal	ET				1276297		10277458 Sparkling Mineral Water (Ltr)	12.50
2015 5	871000	J5F225	4509	Catering Services	GJ	GI Journal	ET				1276297		10277458 Sparkling Mineral Water (Ltr)	12.50
2015 5	871000	J5F225	4509	Catering Services	GJ	GI Journal	ET				1276297		10277458 Still Mineral Water (Litre)	12.50
2015 5	871000	J5F225	4509	Catering Services	GJ	GI Journal	ET				1276297		10277458 Still Mineral Water (Litre)	12.50
2015 5	871000	J5F225	4509	Catering Services	GJ	GI Journal	ET				1276297		10277458 Tea & Coffee With Biscuits	62.90
2015 5	871000	J5F225	4509	Catering Services	GJ	GI Journal	ET				1276297		10277458 Tea & Coffee With Sweet Danish	93.50
										Account 4509 Sub-Total	458.25			
2015 5	871000	J5F225	4610	Staff Conference Fees	PI	PI Invoice			IS12006	90841534	4853845	IS12006 B000176016 Manchester Metropolitan University	20.00 Pr Is12006	249.38
2015 5	871000	J5F225	4610	Staff Conference Fees	PI	PI Invoice			IS12006	90841534	4853845	IS12006 B000176016 Manchester Metropolitan University	Is12006-Service-Manchester Metropolitan - Balance Deposit	1,246.88
										Account 4610 Sub-Total	1,496.26			
2015 5	871000	J5F225	4707	Taxi Hire	PI	PI Invoice			EXPENSES	LOCH PROJECT	4868980	B000178248 Jacqueline Proven	Jackie Proven	5.10
2015 5	871000	J5F225	4707	Taxi Hire	PI	PI Invoice	EX	Eem Eexpenses Interface	BUS FARE FROM R	225951	714389	M002634 Mr. Dominic Tate	Dominic Tate	5.10
										Account 4707 Sub-Total	10.20			
2015 5	871000	J5F225	4709	Rail Travel	PI	PI Invoice			IS12104	LB051016	4862239	IS12104 B000177031 University Of St Andrews	Is12104-Service-Train Travel Reimbursement - J Proven	99.40
2015 5	871000	J5F225	4709	Rail Travel	PI	PI Invoice	EX	Eem Eexpenses Interface	TRAIN TICKETS T	224593	712741	M002623 Miss Anna Krzak	Anna Krzak	55.40
2015 5	871000	J5F225	4709	Rail Travel	PI	PI Invoice	EX	Eem Eexpenses Interface	BUS FARE FROM R	225951	714389	M002634 Mr. Dominic Tate	Dominic Tate	4.90
2015 5	871000	J5F225	4709	Rail Travel	PI	PI Invoice	EX	Eem	BUS FARE FROM R	225951	714389	M002634 Mr. Dominic Tate	Dominic Tate	52.12

Year	Month	Account	Description	Invoice Type	Interface	Code	Amount	Vendor	Employee	Total
2015	5	871000 J5F225 4709	Rail Travel	PI	PI Invoice	EX Eem Expenses Interface	BUS FARE FROM R 225951 714389	M002634 Mr. Dominic Tate	Dominic Tate	30.80
Account 4709 Sub-Total										242.62
2015	5	871000 J5F225 4713	Hotel Accom. & Meal Costs	PI	PI Invoice		EXPENSES LOCH PROJECT 4868980	B000178248 Jacqueline Proven	Jackie Proven	16.15
2015	5	871000 J5F225 4713	Hotel Accom. & Meal Costs	PI	PI Invoice		EXPENSES LOCH PROJECT 4868980	B000178248 Jacqueline Proven	Jackie Proven	78.50
2015	5	871000 J5F225 4713	Hotel Accom. & Meal Costs	PI	PI Invoice		EXPENSES LOCH PROJECT 4868980	B000178248 Jacqueline Proven	Jackie Proven	6.05
2015	5	871000 J5F225 4713	Hotel Accom. & Meal Costs	PI	PI Invoice	EX Eem Expenses Interface	LOCH PROJECT MA 200 710897	M002613 Ms. Fiona Wright	Fiona Wright	78.50
2015	5	871000 J5F225 4713	Hotel Accom. & Meal Costs	PI	PI Invoice	EX Eem Expenses Interface	LOCH PROJECT MA 200 710897	M002613 Ms. Fiona Wright	Fiona Wright	10.00
2015	5	871000 J5F225 4713	Hotel Accom. & Meal Costs	PI	PI Invoice	EX Eem Expenses Interface	BUS FARE FROM R 225951 714389	M002634 Mr. Dominic Tate	Dominic Tate	7.88
2015	5	871000 J5F225 4713	Hotel Accom. & Meal Costs	PI	PI Invoice	EX Eem Expenses Interface	BUS FARE FROM R 225951 714389	M002634 Mr. Dominic Tate	Dominic Tate	138.00
Account 4713 Sub-Total										335.08
2015	7	871000 J5F225 4568	Incidental Personal Expenses	PI	PI Invoice	EX Eem Expenses Interface	HOTEL ACCOMMODA 229671 719410	M002673 Mr. Dominic Tate	Dominic Tate	1.95
2015	7	871000 J5F225 4568	Incidental Personal Expenses	PI	PI Invoice	EX Eem Expenses Interface	HOTEL ACCOMMODA 229671 719410	M002673 Mr. Dominic Tate	Dominic Tate	1.85
Account 4568 Sub-Total										3.80
2015	7	871000 J5F225 4707	Taxi Hire	PI	PI Invoice	EX Eem Expenses Interface	HOTEL ACCOMMODA 229671 719410	M002673 Mr. Dominic Tate	Dominic Tate	5.10
2015	7	871000 J5F225 4707	Taxi Hire	PI	PI Invoice	EX Eem Expenses Interface	HOTEL ACCOMMODA 229671 719410	M002673 Mr. Dominic Tate	Dominic Tate	22.10
2015	7	871000 J5F225 4707	Taxi Hire	PI	PI Invoice	EX Eem Expenses Interface	HOTEL ACCOMMODA 229671 719410	M002673 Mr. Dominic Tate	Dominic Tate	9.30
Account 4707 Sub-Total										36.50
2015	7	871000 J5F225 4708	Air Travel	PI	PI Invoice	EX Eem Expenses Interface	HOTEL ACCOMMODA 229671 719410	M002673 Mr. Dominic Tate	Dominic Tate	57.10
Account 4708 Sub-Total										57.10
2015	7	871000 J5F225 4709	Rail Travel	PI	PI Invoice	EX Eem Expenses Interface	HOTEL ACCOMMODA 229671 719410	M002673 Mr. Dominic Tate	Dominic Tate	12.80
2015	7	871000 J5F225 4709	Rail Travel	PI	PI Invoice	EX Eem Expenses Interface	HOTEL ACCOMMODA 229671 719410	M002673 Mr. Dominic Tate	Dominic Tate	19.00
2015	7	871000 J5F225 4709	Rail Travel	PI	PI Invoice	EX Eem Expenses Interface	HOTEL ACCOMMODA 229671 719410	M002673 Mr. Dominic Tate	Dominic Tate	13.30
Account 4709 Sub-Total										45.10
2015	7	871000 J5F225 4713	Hotel Accom. & Meal Costs	PI	PI Invoice	EX Eem Expenses Interface	HOTEL ACCOMMODA 229671 719410	M002673 Mr. Dominic Tate	Dominic Tate	61.55
2015	7	871000 J5F225 4713	Hotel Accom. & Meal Costs	PI	PI Invoice	EX Eem Expenses Interface	HOTEL ACCOMMODA 229671 719410	M002673 Mr. Dominic Tate	Dominic Tate	8.00
Account 4713 Sub-Total										69.55
2015	8	871000 J5F225 4568	Incidental Personal Expenses	PI	PI Invoice	EX Eem Expenses Interface	FLIGHT TO ATTEN 235947 727810	M002775 Mr. Dominic Tate	Dominic Tate	2.10
2015	8	871000 J5F225 4568	Incidental Personal Expenses	PI	PI Invoice	EX Eem Expenses Interface	FLIGHT TO ATTEN 235947 727810	M002775 Mr. Dominic Tate	Dominic Tate	1.40
Account 4568 Sub-Total										3.50
2015	8	871000 J5F225 4707	Taxi Hire	PI	PI Invoice		IS12322 0000135887 4913045	IS12322 B000185509 Central Radio Taxis (Tollcross) Ltd	Is12322-Service-Taxi Fare D Tate - 19.01.16	15.01
2015	8	871000 J5F225 4707	Taxi Hire	PI	PI Invoice	EX Eem Expenses Interface	FLIGHT TO ATTEN 235947 727810	M002775 Mr. Dominic Tate	Dominic Tate	22.90
Account 4707 Sub-Total										37.91
2015	8	871000 J5F225 4708	Air Travel	PI	PI Invoice	EX Eem Expenses Interface	FLIGHT TO ATTEN 235947 727810	M002775 Mr. Dominic Tate	Dominic Tate	134.48
Account 4708 Sub-Total										134.48

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2015 8	871000 J5F225 4709 Rail Travel	PI	PI Invoice	EX	Eem Eexpenses Interface	FLIGHT TO ATTEN	235947 727810	M002775 Mr. Dominic Tate	Dominic Tate	2.70
2015 8	871000 J5F225 4709 Rail Travel	PI	PI Invoice	EX	Eem Eexpenses Interface	FLIGHT TO ATTEN	235947 727810	M002775 Mr. Dominic Tate	Dominic Tate	3.80
Account 4709 Sub-Total										6.50
2015 8	871000 J5F225 4711 Travel Other	PI	PI Invoice	EX	Eem Eexpenses Interface	FLIGHT TO ATTEN	235947 727810	M002775 Mr. Dominic Tate	Dominic Tate	5.00
Account 4711 Sub-Total										5.00
2015 8	871000 J5F225 4713 Hotel Accom. & Meal Costs	PI	PI Invoice	EX	Eem Eexpenses Interface	FLIGHT TO ATTEN	235947 727810	M002775 Mr. Dominic Tate	Dominic Tate	6.35
Account 4713 Sub-Total										6.35
2015 9	871000 J5F225 4709 Rail Travel	PI	PI Invoice			FPM 130069 LOCH PROJECT 4945349		G000189897 Jacqueline Proven	Jackie Proven - Loch	34.50
2015 9	871000 J5F225 4709 Rail Travel	PI	PI Invoice	EX	Eem Eexpenses Interface	CKNOWLEDS	529 732048	M002812 Ms. Claire Knowles	Cknowles-529-1-Edinburgh To Glasgow Train Ticket	23.30
2015 9	871000 J5F225 4709 Rail Travel	PI	PI Invoice	EX	Eem Eexpenses Interface	CKNOWLEDS	529 732048	M002812 Ms. Claire Knowles	Cknowles-529-2-Glasgow Underground	3.00
2015 9	871000 J5F225 4709 Rail Travel	PI	PI Invoice	EX	Eem Eexpenses Interface	RETURN TRAIN FA	239089 732249	M002816 Mr. Dominic Tate	Dominic Tate	3.00
2015 9	871000 J5F225 4709 Rail Travel	PI	PI Invoice	EX	Eem Eexpenses Interface	RETURN TRAIN FA	239089 732249	M002816 Mr. Dominic Tate	Dominic Tate	28.00
2015 9	871000 J5F225 4709 Rail Travel	PI	PI Invoice	EX	Eem Eexpenses Interface	RETURN TRAIN FA	239089 732249	M002816 Mr. Dominic Tate	Dominic Tate	25.50
2015 9	871000 J5F225 4709 Rail Travel	PI	PI Invoice	EX	Eem Eexpenses Interface	RETURN TRAIN FA	239089 732249	M002816 Mr. Dominic Tate	Dominic Tate	23.30
2015 9	871000 J5F225 4709 Rail Travel	PI	PI Invoice	EX	Eem Eexpenses Interface	DTATE	595 733150	M002820 Mr. Dominic Tate	Dlate-595-2-Return Rail Fare To Lancaster For Loch Project Workshop	20.00
Account 4709 Sub-Total										160.60
2015 11	871000 J5F225 1103 Joint Info System Grant (Jisc)	GJ	GI Journal	MA			1314569		Jun-16 3266 Good Practice	-11,000.00
Account 1103 Sub-Total										-11,000.00
2015 11	871000 J5F225 4707 Taxi Hire	PI	PI Invoice	EX	Eem Eexpenses Interface	DTATE	1104 746607	M003022 Mr. Dominic Tate	Dlate-1104-4-Taxi Fare From Lancaster Station To Lancaster University	10.20
2015 11	871000 J5F225 4707 Taxi Hire	PI	PI Invoice	EX	Eem Eexpenses Interface	DTATE	1104 746607	M003022 Mr. Dominic Tate	Dlate-1104-9-Taxi Fare To Manchester Hotel	6.00
Account 4707 Sub-Total										16.20
2015 11	871000 J5F225 4711 Travel Other	PI	PI Invoice	EX	Eem Eexpenses Interface	DTATE	1104 746607	M003022 Mr. Dominic Tate	Dlate-1104-1-Parking At Edinburgh St Johns - Preparation For Loch Event	3.50
2015 11	871000 J5F225 4711 Travel Other	PI	PI Invoice	EX	Eem Eexpenses Interface	DTATE	1104 746607	M003022 Mr. Dominic Tate	Dlate-1104-3-Bus Home From Pure Reporting Training In Lancaster	1.60
Account 4711 Sub-Total										5.10
2015 11	871000 J5F225 4713 Hotel Accom. & Meal Costs	PI	PI Invoice	EX	Eem Eexpenses Interface	DTATE	1104 746607	M003022 Mr. Dominic Tate	Dlate-1104-2-Breakfast For Dominic Tate	3.00
2015 11	871000 J5F225 4713 Hotel Accom. & Meal Costs	PI	PI Invoice	EX	Eem Eexpenses Interface	DTATE	1127 747053	M003031 Mr. Dominic Tate	Dlate-1127-1-Hotel Accomodation For Jisc Loch Presentation	35.00
Account 4713 Sub-Total										38.00
2015 11	871000 J5F225 4714 Subsistence	PI	PI Invoice	EX	Eem Eexpenses Interface	DTATE	1104 746607	M003022 Mr. Dominic Tate	Dlate-1104-5-Coffee For Dominic Tate And Jackie Proven - St Andrews University	4.70
Account 4714 Sub-Total										4.70
2015 12	871000 J5F225 4509 Catering Services	GJ	GI Journal	ET			1319521		10312817 16) (li) Gluten Free Menu	18.50
2015 12	871000 J5F225 4509 Catering Services	GJ	GI Journal	ET			1319521		10312817 16) (li) Lunch Menu	82.50
2015 12	871000 J5F225 4509 Catering Services	GJ	GI Journal	ET			1319521		10312817 16) (li) Vegetarian Menu	66.00
2015 12	871000 J5F225 4509 Catering Services	GJ	GI Journal	ET			1319521		10312817 Apple Juice (Ltr)	5.00
2015 12	871000 J5F225 4509 Catering Services	GJ	GI Journal	ET			1319521		10312817 Orange Juice (Ltr)	5.00
2015 12	871000 J5F225 4509 Catering Services	GJ	GI Journal	ET			1319521		10312817 Sparkling Mineral Water (Ltr)	5.00
2015 12	871000 J5F225 4509 Catering Services	GJ	GI Journal	ET			1319521		10312817 Still Mineral Water (Ltr)	5.00
2015 12	871000 J5F225 4509 Catering Services	GJ	GI Journal	ET			1319521		10312817 Tea & Coffee With Doughnuts	27.50
2015 12	871000 J5F225 4509 Catering Services	GJ	GI Journal	ET			1319521		10312817 Tea & Coffee With Pain Aux Raisin	27.50
Account 4509 Sub-Total										242.00

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2015 12	871000	J5F225	4707	Taxi Hire	PI	PI Invoice	EX	Eem Eexpenses Interface	DTATE	1742 753513	M003137 Mr. Dominic Tate	Dlate-1742-2-Taxi To Holiday Inn Express	4.10
2015 12	871000	J5F225	4707	Taxi Hire	PI	PI Invoice	EX	Eem Eexpenses Interface	DTATE	1742 753513	M003137 Mr. Dominic Tate	Dlate-1742-3-Taxi To Belfast International	25.00
												Account 4707 Sub-Total	29.10
2015 12	871000	J5F225	4711	Travel Other	PI	PI Invoice	EX	Eem Eexpenses Interface	DTATE	1742 753513	M003137 Mr. Dominic Tate	Dlate-1742-1-Bus From Belfast Airport To Belfast Bus Station	7.50
2015 12	871000	J5F225	4711	Travel Other	PI	PI Invoice	EX	Eem Eexpenses Interface	DTATE	1742 753513	M003137 Mr. Dominic Tate	Dlate-1742-4-Bus To City From Edinburgh Airport	4.50
2015 12	871000	J5F225	4711	Travel Other	PI	PI Invoice	EX	Eem Eexpenses Interface	DTATE	1742 753513	M003137 Mr. Dominic Tate	Dlate-1742-5-Lothian Bus	1.60
												Account 4711 Sub-Total	13.60
												Job J5F225 Sub-Total	-6,873.38
												Cost Centre 871000 Sub-Total	-6,873.38
												Grand Total	-6,873.38