

Annex 1: Breakdown of Requested Information

	Package fee	Official 1	Official 2 ¹	Official 3 ²	Official 4	Official 5 ³	total
		£					
Hotel Cost		499.88	672.54	£783.80	510.63	499.55	2966.4
Hotel Address		Brit Hotel Colbert Juan Les Pins, 12 Rue Bricka, Antibes, Alpes- Maritimes, 6160 France	Hapimag Apartments Antibes, 30 bis, Avenue des Chenes, Antibes, 06600, France	Hapimag Resort Antibes, 30 bis Avenue des Chenes, 06600 Antibes, France	Brit Hotel Colbert Juan Les Pins, 12 Rue Bricka, Antibes, Alpes- Maritimes, 6160 France	Brit Hotel Colbert Juan Les Pins, 12 Rue Bricka, Antibes, Alpes- Maritimes, 6160 France	
Travel Costs	Easy Jet £	176.06	179.03	433.55	204.85	445.22	1438.71
Expenses Claimed		15.45	15.12	129.12	82.62	66.16	308.47
Other Expenses Claimed	city tax	5.06		2.98			8.04
Any costs incurred	Event Package	50,000					
	total	50,000	696.45	866.69	1349.45	798.1	1010.93
							54,722

¹ cost are approximate as some figures were provided in Euros. A conversion rate based on the day of writing has been used to provide approximate value in sterling.

² Travel cost includes private shared car transport with 2 other colleagues and airport parking charges (UK side), flight ticket and taxi and train French side. Standard class.

³ Travel costs Includes private shared car transport with 1 other colleague, and airport parking charges (UK side), flight ticket and taxi for 5 people French side. Standard class.