

**Non-Executive Directors Business Expenses Q1 2021-22**

Non-Executive Directors Name and Role	Professional/ Fees		Hotel/B&B		Subsistence		Rail		Bus		Car Hire/ Mileage		Car Parking/ Tolls		Domestic Air		International Air		Taxi		Misc	
	No.	£	No.	£	No.	£	No.	£	No.	£	No.	£	No.	£	No.	£	No.	£	No.	£	No.	£
<b>Dipesh Shah OBE</b> Chairman	No expenses claims lodged this quarter																					
<b>Roger Lowe</b> Senior Non-Executive Director							1	86.60														
<b>Kathryn Cearns OBE</b> Non-Executive Director	No expenses claims lodged this quarter																					
<b>Janette Beinart</b> Non-Executive Director	No expenses claims lodged this quarter																					
<b>Lawrence Gosden</b> Non-Executive Director	No expenses claims lodged this quarter																					
<b>Alan Cumming*</b> Non-Executive Director	Does not submit claims for expenses																					
<b>Carolyn Battersby*</b> Non-Executive Director	Does not submit claims for expenses																					

\* As employees of other government organisations, Alan Cumming and Carolyn Battersby do not claim expenses from National Highways

**Executive Directors Business Expenses Q1 2021-22**

Executive Directors Name and Role	Professional/ Fees		Hotel/B&B		Subsistence		Rail		Bus		Car Hire/ Mileage		Car Parking/ Tolls		Domestic Air		International Air		Taxi		Misc	
	No.	£	No.	£	No.	£	No.	£	No.	£	No.	£	No.	£	No.	£	No.	£	No.	£	No.	£
<b>Nick Harris</b> Chief Executive Officer			5	446.79	1	12.95	5	595.30			7	314.10	5	143.40								
<b>Vanessa Howlison</b> Chief Financial Officer			2	150.92			3	476.85														
<b>Elaine Billington MBE</b> Executive Director Human Resources and Organisational Development	1	216.00	4	335.49	2	188.82	6	259.50					2	48.00					1	6.80		
<b>Peter Mumford</b> Executive Director, Major Projects and Capital Portfolio Management							2	347.20			1	48.29										
<b>Elliot Shaw</b> Executive Director Strategy and Planning			3	249.78			4	580.30														
<b>Peter Allen</b> Executive Director Corporate Affairs and Communications			5	478.49	3	40.62	1	51.40			6	396.65	4	121.40							1	5.57
<b>Malcolm Dare</b> Executive Director Commercial and Procurement			2	161.66			10	653.90			1	104.85	2	6.48								
<b>Victoria Higgin</b> Chief Information Officer			4	370.48			1	120.00					1	48.99								
<b>Duncan Smith</b> Operations Director			2	197.01	1	4.10	5	304.90			2	241.20	5	88.30								
<b>Matthew Palmer</b> Lower Thames Crossing Project Director					1	30.00					11	485.72	10	124.90								
<b>Tim Reardon</b> General Counsel			4	339.58	2	50.00	6	796.80														
<b>Mike Wilson</b> Chief Highways Engineer			4	395.17			5	749.30														

Key:

All bookings and claims are made under the company's business expenses and travel policy.

Notes:- Expenses are presented using data extracted from internal systems. Totals for each category include all taxes, booking fees and refund charges, where applicable.

**Professional Fees:** Professional membership subscriptions.

**Hotel/B&B Bookings:** May be booked as room only, B&B or half or full board.

**Subsistence** includes: Claims made for breakfast, lunch, dinner, refreshments during meetings booked with 3rd parties and business entertaining (as defined by HMRC rules). This does not include details on any subsistence included in bookings for hotels/B&Bs as these are incorporated into the total claim cost for hotels/B&Bs at the point of invoice from the supplier.

**Rail Travel includes:** All UK domestic travel. Number of expenses claimed indicates the number of tickets booked for journeys taken, which may include a combination of single and return bookings and journeys which may have several legs. This may also include TfL journeys made using Oyster and regular tickets. Cost of tickets include all booking charges and any cancellation/refund costs incurred from tickets booked but not used.

**Car Hire/Mileage:** includes all taxes and booking fees for car hire and reimbursement of mileage claims at HMRC approved rates for use of an individual's appropriately insured private vehicle where applicable.

**Car Parking:** Includes all taxes and booking fees where applicable. May also include costs for season tickets by prior agreement.

**Taxi:** Journey costs.

**Misc** includes: Telecoms and internet charges, incidentals, sundries, stationery.