Martin POSTRANECKY
HEPP Group
Department of Physics and Astronomy
UCL

Pamela J. Chittenden
Graduate School Administrator
UCL GRADUATE SCHOOL

26th January 2000

re: GRADUATE SCHOOL STAFF CONFERENCE FUND

YOUR REFERENCE : 1.99/00.SC.EMB

Dear Miss Chittenden,

I enclose copies of the relevant documentation as listed below.

Please arrange for the award of £770-00 to be transferred through a inter-departmental transfer to our departmental account no. CJ2B16J2. Could you please also notify us of the journal number of the transfer.

Many thanks for your help.

Yours sincerely,

Martin Postranecky

cc : Muna Dar
Departmental Accountant

Encls.

LEB99 Conference Costs

1)	FLIGHT :	£ 640-00	ticket
		£ 20-00	U.K. tax
		£ 5-50	tax
		£ 25-60	U.S. tax
		£ 691-10	Sub-total

2) SUBSISTENCE : 10 nights @ U.S.$198 = U.S.$1980

£1244-50 Sub-total (@ U.S.$1.5910/£stg)

3) CONFERENCE FEE : U.S.$250-00

£ 157-34 Sub-total

4) TOTAL COST : £2092-94

5) Supporting Documents enclosed :

a) copy of Air Ticket for	£691-10	
b) copy of U.S.$1500 Travellers Cheques bill for	£961-66	
c) copy of U.S.$480 currency bill for	£311-55	
d) copy of Hotel Bill for		U.S.$1208-47
e) copy of Conference Fee cheque and receipt for		U.S.$250