

**From:** [Foi Enquiries](#)  
**To:** [REDACTED]  
**Subject:** REV-17-1050 - CEO Expenses  
**Date:** 21 September 2017 15:06:07  
**Attachments:** [REV-17-1050 - CEO Expenses - Travel Finance.xlsx](#)  
[REV-17-1050 - CEO\\_exp mobiles.xls](#)  
[REV-17-1050 - Mariner#2\\_Redacted.pdf](#)  
[REV-17-1050 - Dinner Musa 04-03-15\\_Redacted.pdf](#)  
[REV-17-1050 - NewsDirect.pdf](#)  
[REV-17-1050 - Solace\\_course.pdf](#)  
[REV-17-1050 - Capita 1902\\_Redacted.pdf](#)  
[REV-17-1050 - Capita 2704\\_Redacted.pdf](#)  
[REV-17-1050 - Capita 2104\\_Redacted.pdf](#)  
[REV-17-1050 - Capita 0705\\_Redacted.pdf](#)  
[REV-17-1050 - Capita 2904\\_Redacted.pdf](#)  
[REV-17-1050 - Capita 1305\\_Redacted.pdf](#)  
[REV-17-1050 - Capita 2905\\_Redacted.pdf](#)  
[REV-17-1050 - Capita 0406\\_Redacted.pdf](#)  
[REV-17-1050 - Solace#2.pdf](#)  
[REV-17-1050 - Capita 0107\\_Redacted.pdf](#)  
[REV-17-1050 - Capita 0807\\_Redacted.pdf](#)  
[REV-17-1050 - Capita 2406\\_Redacted.pdf](#)  
[REV-17-1050 - Capita 2506\\_Redacted.pdf](#)  
[REV-17-1050 - Capita 0209\\_Redacted.pdf](#)  
[REV-17-1050 - Capita 0110\\_Redacted.pdf](#)  
[REV-17-1050 - Mariner\\_Redacted.pdf](#)  
[REV-17-1050 - Capita 0902\\_Redacted.pdf](#)  
[REV-17-1050 - Capita 1102\\_Redacted.pdf](#)  
[REV-17-1050 - Capita 2502\\_Redacted.pdf](#)  
[REV-17-1050 - ScotRail Business\\_Redacted.pdf](#)  
[REV-17-1050 - Capita 1003\\_Redacted.pdf](#)  
[REV-17-1050 - Capita 3103\\_Redacted.pdf](#)  
[REV-17-1050 - Taxi Receipts London\\_Redacted.pdf](#)  
[REV-17-1050 - Flights London 30-09\\_Redacted.pdf](#)

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Dear [REDACTED],

I refer to your email of 24 August 2017 requesting that Aberdeen City Council (ACC) review its handling of your request.

Please find attached and below the Review Panel decision.

**You have failed to provide me with the information requested. You have provided me with a “summary” of the information. I specifically asked for receipts for anything over £50. The response is incomplete.**

**Even if you do not provide the hard copy of a receipt, you must include the detail of what is on it. You haven't. You have given me the 'total' of each cost, not the detail. This means this is only a summary of the information requested. What was spent in hotels? Where was the £77 taxi journey from and to? This is the information I would now ask you to provide**  
Please refer to the attached documents. We apologise for this oversight.

Please note that third party names and personal details, as well as the names of ACC Officers who are below Head of Service level have been redacted (blacked out) from the attached document. This is because ACC considers that this information is exempt from disclosure. In order to comply with its obligations under the terms of Section 16 of the FOISA, ACC hereby gives notice that we are refusing your request under the terms of Section 38(1)(b) in conjunction with 38(2)(a)(i) – Personal Information - of the FOISA.

In making this decision ACC considered the following points:

ACC is of the opinion that Section 38(1)(b) applies to the information specified above as the information in question is personal information relating to living individual(s), of which the applicant is not the data subject.

ACC is of the opinion that Section 38(2)(a)(i) applies, as we consider that disclosure of this information would be a breach of the first Data Protection Principle (that personal information must be processed fairly and lawfully). The individual(s) have not consented to the disclosure of their information, and ACC does not consider that they would expect ACC to release this information about them into the public domain under the FOISA.

We hope this helps with your request.

Yours sincerely,

Grant Webster  
On behalf of Review Panel Clerk

### **FURTHER INFORMATION**

If you are not satisfied with the outcome of your request for an internal review, you can apply directly to the Office of the Scottish Information Commissioner (OSIC) for a decision. Generally, OSIC cannot make a decision unless you have been through the ACC's review procedure. To make an application to OSIC, please write or email OSIC at:

The Office of the Scottish Information Commissioner  
Kinburn Castle  
Doubledykes Road  
St Andrews  
Fife  
KY16 9DS  
[www.itspublicknowledge.info](http://www.itspublicknowledge.info)

An application to OSIC must be made in writing within six months of receipt of ACC's Review Decision Notice. When applying to OSIC for a decision you should give your name and address for correspondence. Please note that OSIC will not be able to investigate if you have not used your real name to make your information request. You must also specify:

- which request for information your requirement for review relates to
- the reason that you asked ACC to carry out a review of your request
- the reason why you are not satisfied with ACC's review outcome decision

The Commissioner will contact ACC and invite its comments on your application. Thereafter (if no settlement has meantime been reached), the Commissioner must reach a decision within 4 months of receiving your application, or within such other period as is reasonable. You will receive written notice of the outcome of the Commissioner's decision.

**Should you wish to appeal against the Scottish Information Commissioner's decision, there is an appeal to the Court of Session on a point of law only. Any such appeal must be made**

**within 42 days after the date of the decision has been issued.**

Information Compliance Team  
Customer Service  
Corporate Governance  
Aberdeen City Council  
3rd Floor North  
Business Hub 17  
Marischal College  
Broad Street  
ABERDEEN AB10 1AQ

[foienquiries@aberdeencity.gov.uk](mailto:foienquiries@aberdeencity.gov.uk)

Tel 03000 200 292

\*03000 numbers are free to call if you have 'free minutes' included in your mobile call plan.  
Calls from BT landlines will be charged at the local call rate of 10.24p per minute (the same as 01224s).

[www.aberdeencity.gov.uk](http://www.aberdeencity.gov.uk)

Accounting Year	Amount of Transaction	Transaction Description	Supplier/Further Info	Receipt
2015	£79.17	A Scott Accom Only Abdn 24/7/14	Capita Travel & Events - Doubletree by Hilton Hotel Aberdeen	Not Available
2015	£122.55	A Scott 28/8 Accom Edin	Capita Travel & Events - Queens Guest House Queen Street Edinburgh - CANCELLED	Not Available
2015	£281.67	Tr of Mobile Costs for As From G31100	Information not held	Not Available
2015	£79.17	A Scott Accom Only Abdn 24/7/14	Capita Travel & Events -Aberdeen Doubletree by Hilton Hotel -SAME AS ENTRY 1	Not Available
2015	£60.83	a Scott Accom Only Edinburgh 28/8/14	Capita Travel & Events - King James by Thistle Edinburgh	Not Available
2015	£79.17	A Scott Accom Only Abdn 23/09/14	Capita Travel & Events - Thistle Attens Aberdeen	Not Available
2015	£95.83	A Scott Accom Only 02/10/14	Capita Travel & Events - Doubletree by Hilton Aberdeen	Not Available
2015	£86.67	A Scott Accom Only Abdn 09/10/14	Capita Travel & Events - Brentwood Hotel Aberdeen	Not Available
2015	£140.00	3 Dec Chief Executive		Journal 540302 Is Roads & Catering Period 9 2015
2015	£200.00	A Scott Accom Only Abdn 1/12/14	Capita Travel & Events - Marriott Hotel Dyce Aberdeen	Not Available
2015	£83.33	A Scott 30/9 Accom Mariner Hotel Abdn	Mariner Hotel paid by Corporate Credit Card A Scott	Attached "Mariner#2"
2015	£91.67	A Scott Accom Only Abdn 14/01/15	Capita Travel & Events - Ardoe House Aberdeen	Not Available
2015	£90.83	A Scott Accom only Abdn 15/01/15	Capita Travel & Events - Ardoe House Aberdeen	Not Available
2015	£91.66	A Scott Accom Only Abdn 19/1/15	Capita Travel & Events - Doubletree by Hilton Aberdeen - Billed on wrong Code	Not Available
2015	£79.17	A Scott Accom Only Abdn 27/1/15	Capita Travel & Events - Norwood Hall Aberdeen	Not Available
2015	£91.66	Corr of Je 540668 A Scott Accom Abdn 18/12	Capita Travel & Events - Doubletree by Hilton Aberdeen - Billed to Correct Code	Not Available
2015	£79.17	A Scott Accom Only Abdn 29/1/15	Capita Travel & Events - Ardoe House Aberdeen	Not Available
2015	£90.83	A Scott Accom Only Abdn 30/01/15	Capita Travel & Events - Ardoe House Aberdeen	Not Available
2015	£61.50	Angela Scott/3G Laptop Sim	Vodafone one bill Quarter to July 14	A single phone bill is received for whole council
2015	£82.19	Angela Scott/Samsung Galaxy S111 Mini	Vodafone one bill Quarter to April 15	A single phone bill is received for whole council
2015	£90.83	A Scott Aberdeen 05/02/15	Capita Travel & Events - Doubletree by Hilton Aberdeen	Not Available
2015	£91.66	A Scott Aberdeen 17/02/15	Capita Travel & Events - Doubletree by Hilton Aberdeen	Not Available
2015	£56.67	A Scott Aberdeen 25/05/14	capita Travel & Events - Doubletree by Hilton Aberdeen	Not Available
2015	£63.04	A Scott Aberdeen 27/02/15	Capita Travel & Events - Doubletree by Hilton Aberdeen	Not Available
2015	£62.50	A Scott Edinburgh 26/02/17	Abelio Scotrail - Return Rail Travel	Not Available
2015	£91.67	A Scott 4/3 Accom Aberdeen	Capita Travel & Events - Doubletree by Hilton Aberdeen	Not Available
2015	£97.91	A Scott 26/3 Accom Abdn	Capita Travel & Events - Doubletree by Hilton Aberdeen	Not Available
2015	£86.05	Dinner with Planning Gen Manager City of Calgary	Hospitality - Musa Aberdeen - Corporate Credit Card A Scott	Attached "Dinner Musa"
2015	£125.00	A304227- Service unknown- Engaging with Msps & Parliamentary	NewsDirect - Conference attended by Cianan Monaghan	Attached "NewsDirect"
2016	£61.50	Angela Scott/3G Laptop Sim	Vodafone one bill Quarter to April 15	A single phone bill is received for whole council
2016	£110.19	Angela Scott/Samsung Galaxy S111 Mini	Vodafone one bill Quarter to April 15 (£27.00 + £83.19)	A single phone bill is received for whole council
2016	£889.00	Briefing - Course 23/06/15	Solace Course	Attached - Solace Course
2016	£63.04	A Scott - Accom Only Aberdeen 19/2	Capita Travel & Events -Doubletree by Hilton Aberdeen	Attached "Capita 19-02"
2016	£95.83	A Scott - Accom Only Aberdeen 27/4	Capita Travel & Events - Norwood Hall Aberdeen	Attached "Capita 27-04"
2016	£99.17	A Scott - Accom Only Abdn 21/4	Capita Travel & Events - Doubletree by Hilton Aberdeen	Attached "Capita 21-04"
2016	£79.17	A Scott Aberdeen 07/05	Capita Travel & Events - Norwood Hall Aberdeen	Attached "Capita 07-05"
2016	£82.50	A Scott Aberdeen 29/04	Capita Travel & Events - Doubletree by Hilton Aberdeen	Attached "Capita 29-04"
2016	£82.50	A Scott Aberdeen 13/05	Capita Travel & Events - Doubletree by Hilton Aberdeen	Attached "Capita 13-05"
2016	£55.96	A Scott 29/5 Accom Aberdeen	Capita Travel & Events - Doubletree by Hilton Aberdeen	Attached "Capita 29-05"
2016	£85.00	Payment of CEO Website Blog	Online purchase with Corporate Credit Card A Scott	Not Available
2016	£82.50	A Scott 4/6 Accom Aberdeen	Capita Travel & Events - Doubletree by Hilton Aberdeen	Attached "Capita 04-06"
2016	£398.00	Membership 31/8/15-30/8/16	Solace Membership Renewal	Attached "Solace#2"
2016	£165.00	A Scott 01/07 Aberdeen	Capita Travel & Events - Doubletree by Hilton Aberdeen	Attached "Capita 01-07"
2016	£82.50	A Scott Aberdeen 08/07/15	Capita Travel & Events - Doubletree by Hilton Aberdeen	Attached "Capita 08-07"
2016	£280.00	A Scott Aberdeen 24/06/15	Capita Travel & Events - Holiday inn Express Aberdeen Airport	Attached " Capita 24-06"
2016	£115.83	A Scott 25-06-15 Aberdeen	Capita Travel & Events - Ardoe House Aberdeen	Attached "Capita 25-06"
2016	£257.48	A Scott 23/6 Flights London	Flybe online paid by Corporate Credit Card	Attached "Flights London 23-06"
2016	£82.50	Scott 02-09-15 Aberdeen	Capita Travel & Events - Doubletree by Hilton Aberdeen	Attached "Capita 02-09"
2016	£88.33	A Scott 27/10 AccomGlasgow	Premier Inn Business Account - Glasgow City Centre	Not Available
2016	£67.29	Scott 01-10-15 Aberdeen	Capita Travel & Events - Doubletree by Hilton Aberdeen	Attached "01-10"
2016	£78.33	Scott 06-10-15 Aberdeen	Capita Travel & Events - Doubletree by Hilton Aberdeen	Not Available
2016	£77.20	Scott 28-10-15 Aberdeen	Capita Travel & Events - Doubletree by Hilton Aberdeen	Not Available
2016	£293.50	Scott 29-09-15 Aberdeen	Capita Travel & Events - Holiday inn Express Aberdeen Airport	Not Available
2016	£62.80	Angela Scott Edinburgh 25/09/2015	Abelio/Scotrail Edinburgh Return ticket	Not Available
2016	£225.00	A Scott 9/9 Accom Abdn	Mariner Hotel Aberdeen - paid by Corporate Credit Card A Scott	Attached "Mariner"
2016	£78.33	Scott 11-11-15 Aberdeen	Capita Travel & Events - Doubletree by Hilton Aberdeen	Not Available
2016	£65.83	Scott 12-11-15 Aberdeen	Capita Travel & Events - Doubletree by Hilton Aberdeen	Not Available
2016	£52.10	Angela Scott Edinburgh 05 Nov	Abelio/Scotrail Edinburgh Return ticket	Not Available
2016	£62.50	A Scott 17/12 Aberdeen	Capita Travel & Events - Doubletree by Hilton Aberdeen	Not Available
2016	£159.98	A Scott London 30/09/15	Flybe online paid by Corporate Credit Card	Attached "Flights London 30-09"

2016	£85.71	A Scott Aberdeen 09/02	Capita Travel & Events - Doubletree by Hilton Aberdeen	Attached "Capita 09-02"
2016	£64.45	A Scott Aberdeen 11/02	Capita Travel & Events - Doubletree by Hilton Aberdeen	Attached "Capita 11-02"
2016	£86.00	A Scott Aberdeen 25/02/16	Capita Travel & Events - Doubletree by Hilton Aberdeen	Attached "Capita 25-02"
2016	£63.40	Angela Scott Edinburgh 26/02/16	Abelio/Scotrail Edinburgh Return ticket	Attached "Rail 26-02"
2016	£62.50	A Scott Aberdeen 10/03/16	Capita Travel & Events - Doubletree by Hilton Aberdeen	Attached "Capita 10-03"
2017	£77.42	A Scott 31/03 Aberdeen	Capita Travel & Events - Doubletree by Hilton Aberdeen	Attached "Capita 31-03"
2017	£50.40		May-12 Journal 554006 - 20-7-16 CD Schools & Town House catering April-June 16	Not Available
2017	£90.00		Aug-24 Journal 554006 - 20-7-16 CD Schools & Town House catering April-June 16	Not Available
2017	£77.80	Taxi London Angela Scott	2 x Taxi's in London	Attached "Taxi Reciepts"

Cost centre description	Account description	Amount	Description	
Directorate C.E.	Mobile Phone/Pagers	27.00	ANGELA SCOTT/SAMSUNG GALAXY S111 MINI	Vodaphone one bill quarter to January 15
Directorate C.E.	Mobile Phone/Pagers	55.19	ANGELA SCOTT/SAMSUNG GALAXY S111 MINI	Vodaphone one bill quarter to January 15
Directorate C.E.	Mobile Phone/Pagers	61.50	ANGELA SCOTT/3G LAPTOP SIM	Vodaphone one bill quarter to January 15
Director Corporate Governance	Mobile Phone/Pagers	54.08	ANGELA SCOTT/SAMSUNG GALAXY S111 MINI	Vodaphone one bill quarter to July 14
Director Corporate Governance	Mobile Phone/Pagers	61.50	3G SPARE /3G LAPTOP SIM	Vodaphone one bill quarter to July 14
Director Corporate Governance	Mobile Phone/Pagers	27.00	ANGELA SCOTT/SAMSUNG GALAXY S111 MINI	Vodaphone one bill quarter to July 14
Director Corporate Governance	Mobile Phone/Pagers	61.50	3G SPARE /3G LAPTOP SIM	Vodaphone one bill quarter to October 14
Director Corporate Governance	Mobile Phone/Pagers	27.00	ANGELA SCOTT/SAMSUNG GALAXY S111 MINI	Vodaphone one bill quarter to October 14
Director Corporate Governance	Mobile Phone/Pagers	50.59	ANGELA SCOTT/SAMSUNG GALAXY S111 MINI	Vodaphone one bill quarter to October 14

Cost centre description	Account description	Amount	Description	
Directorate C.E.	Mobile Phone/Pagers	61.50	ANGELA SCOTT/3G LAPTOP SIM	vodafone one bill quarter to April 15
Directorate C.E.	Mobile Phone/Pagers	27.00	ANGELA SCOTT/SAMSUNG GALAXY S111 MINI	vodafone one bill quarter to April 15
Directorate C.E.	Mobile Phone/Pagers	83.19	ANGELA SCOTT/SAMSUNG GALAXY S111 MINI	vodafone one bill quarter to April 15

# MARINER HOTEL

349 GREAT WESTERN ROAD  
ABERDEEN  
SCOTLAND  
UK  
AB10 6NW  
Tel 01224 588901  
info@themarinerhotel.co.uk

MS A SCOTT  
17 HILLCREST ROAD  
DUNDEE

Room: 31  
Invoice: 63311  
Booking: 59928  
Arrival: 30/Sep/14  
Departure: 01/Oct/14  
Folio: FOL-1  
Agent Order:

DD2 1JJ

Date	Description	Quantity	Amount	Balance
30/Sep/14	09 C/N SINGLE BED	1	100.00	100.00
			<b>Balance Due</b>	<b>100.00</b>

	NETT	VAT	GROSS
Zero Rated	0.00	0.00	0.00
Rate 1	83.33	16.67	100.00
Rate 2	0.00	0.00	0.00
Totals	83.33	16.67	100.00

Vat Reg : 671 3178 35

Signature

[Redacted Signature]

THE MARINER HOTEL  
GREAT WESTERN ROAD  
ABERDEEN  
M\*\*15455 TTD\*\*6227  
AID : A0000000041010  
MASTERCARD  
MASTERCARD

[Redacted]



**ABERDEEN CITY COUNCIL  
CORPORATE GOVERNANCE  
MasterCard VOUCHER**

Date	Description	Amount	
04/03/15	Dinner with Rollin Stanley (Planning General Manager, City of Calgary) at Musa	£86	05

Authorised by: [REDACTED]

Title: COUNCIL LEADER

Financial Code	G	5	1	1	2	1	3	1	3	1	2
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**RECEIVED**  
25 MAR 2015

**Musa**  
33 Exchange Street  
Aberdeen  
Tel 01224 571771  
VAT No 870 491 610  
www.musaaberdeen.com

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Soup of the Day	2.00 @	4.80	9.60
Cullen Skink	1.00 @	6.50	6.50
Misc Food	2.00 @	17.50	35.00
Lemon Sole	1.00 @	22.00	22.00
Diet Coke	1.00 @	2.50	2.50
Pt Draught	1.00 @	4.95	4.95
Breakfast Tea	1.00 @	2.50	2.50
Americano	1.00 @	3.00	3.00

**Total: 86.05**

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**REQUESTED BILL**

**Tables**  
**8: Table 8 -**  
Covers: 3

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04/03/2015 20:48  
John Items: 10

Thank you for your custom  
Service charge not included  
twitter @musajohn  
twitter @musaahet

**MUSA ABERDEEN**  
WWW.MUSAABERDEEN.COM  
M: \*\*\*\*97171  
TID: \*\*\*\*3751 59150  
HANDSET: 1

**MASTERCARD**  
ATD: A00000000641010  
**MASTERCARD**

\*\*\*\*\* [REDACTED] \*\*\*\*\*  
PAN SEQ NO. 21  
ICC

SALE AMOUNT: £86.05  
**TOTAL: £86.05**

**PIN VERIFIED**  
THANKYOU FOR YOUR CUSTOM

04/03/15 21:27  
AUTH CODE 509140  
TXN 9088

CUSTOMER COPY  
SEE RETAIL RECEIPT

Newsdirect UK Ltd  
2nd Floor  
11/3 Tweeddale Court  
14 High Street  
Edinburgh  
EH1 1TE  
VAT Reg No: 809 1540 39



# INVOICE

Aberdeen City Council  
Accounts Payable Section  
Woodhill House  
Westburn Road  
Aberdeen  
AB16 5GB

**Invoice Number** 21666  
**Date** 03/03/2015  
**Purchase Order** A304227  
**Account** ABERDEEN

Quantity	Details	Unit Price	Net Amount
1.00	Engaging with MSPs & Parliamentary Committees on Tuesday 10th March 2015: Ciaran Monaghan (half day delegate rate inc lunch)	125.00	125.00

## BACS PAYMENT DETAILS

Account News Direct (UK) Ltd  
Sort Code 80-11-05  
Account No. 06000656  
Bank Bank of Scotland  
Address 43 Comely Bank  
EDINBURGH EH4 1AF

**Total Discount** 0.00  
**Total Net Amount** 125.00  
**Total VAT Amount (20%)** 25.00  
**Invoice Total** 150.00

Payment Terms - Strictly 30 days from invoice date. Prompt payment would be appreciated. BACS payment preferred.  
Please advise the credit control department immediately should payment be held against this invoice.

If you would like to pay this invoice via credit card, please visit [this link](#). **Please ensure you use the Invoice number shown below, starting DL/OP. Thanks.**

Please print TWO copies of this invoice, one for your copy and please pass a copy on to your finance department to initiate payment. Please remember to quote your invoice number when submitting payment. Your order is now

complete. Please close this window.

[Click here to Print](#)

Solace Finance Department Off Southgate Pontefract WF8 1NT	t: 0207 2330081 f: 0845 6524011 e: <a href="mailto:accounts@solace.org.uk">accounts@solace.org.uk</a> w: <a href="http://www.solace.org.uk">www.solace.org.uk</a>													
<h2>INVOICE</h2>														
Mrs Angela Scott Chief Executive Aberdeen City Council Business Hub 12, 2nd Floor West Marischal College Aberdeen AB10 1AB	Invoice No: DL/OP-02438 PO Number: None Date and Tax Point: 06/05/2015 Payment Method: Invoice													
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<p><b>Terms &amp; Conditions</b></p> <p><b>Cancellation Fees</b>                  £40 + VAT admin charge if cancelling more than 6 weeks before start date.                  50% of course fee will be payable if you cancel between 6 weeks and 10 days of the course date.                  100% of course fee will be payable if you cancel 10 days prior to course date.                  All cancellations must be confirmed in writing to <a href="mailto:courses@solace.org.uk">courses@solace.org.uk</a>. All written cancellations will be acknowledged. Unfortunately, we cannot accept cancellations by telephone.                  Solace reserves the right to cancel or reschedule an event. We will always aim to give at least three weeks' notice, should this rare event occur. Please bear this in mind when booking non-refundable travel and check with us, if in any doubt.                  Should an event be cancelled, you will be entitled to a full refund of all related monies paid to us, or if there is space on an alternative date, you may transfer your booking at no cost.</p> <p><b>Transfer Fees</b>                  £100 fee will be required if your request to transfer is greater than 4 weeks before start date.                  50% will be required if you request to transfer 4 weeks before the start date.                  100% will be required if you request to transfer within 10 working days of the course date.</p> <p><b>Payment Terms</b>                  30 days from date of invoice unless the course is within 30 days, then payment is due upon receipt of invoice. All invoices need to be paid in advance of attending the course. If you wish to pay by credit card, please visit <a href="https://payment.solace.org.uk">https://payment.solace.org.uk</a> Please ensure you enter the invoice number quoted in the subject line of this email, beginning DL/OP or we will be unable to match payment to your invoice.</p> <p><b>Accommodation</b>                  Any accommodation booked for you by Solace (included in the course fee or payable by you upon departure) will be subject to a 100% cancellation charge if cancelled 4 weeks prior to the course date.</p>														

Solace - A Company Registered in England and Wales. Registered Office: Off Southgate, Pontefract, WF8 1NT Registered No.

02771210 - VAT No. 875 4803 90

G-51121 31312  
 c n o r a g u n  
 11.5.15




CTE Stockport  
 Meridian Court, 18 Stanier Way, Wyvern Business Park, Derby, DE21 6BF  
 From the UK: 0844 793 7247  
 From outside the UK: 0044 161 360 0075  
 Email: govts@expotel.com  
 Web: www.capitatravelandevents.co.uk

**GUEST BOOKING CONFIRMATION**

**Your Reference:** [REDACTED]

**Important Information**

Please check this confirmation to ensure all details are correct. Cancellations and amendments to this booking should be made by telephone, in order to obtain your reference. We are not able to accept liability for cancellations and amendments sent by email or fax where a reference number cannot be quoted.

<p><b>HOTEL DETAILS</b>                  Doubletree by Hilton Aberdeen City                  Beach Boulevard                  Aberdeen Aberdeen                  Aberdeenshire                  Scotland                  AB24 5EF                   Tel: 01224633339                  Fax: 01224638833</p>	<p><b>KEY FACILITIES</b></p>  <p>Click here for more info</p>	<p><b>YOUR DETAILS</b>                  Aberdeen City Council</p>
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**BOOKING DETAILS**

**Date of arrival: Thursday 19 February 2015**

**Room 1:**

Guest:	MRS ANGELA SCOTT	Rate Breakdown:	Double Room Ensuite for Single Occupancy
Nights:	1 (Dep: 20/02/2015)		Description: Government Getaway Save 15 Percent Off
Cost Centre:			Bed And Breakfast Rate
			75.65 Gbp Per Night Starting 19Feb15
			Room Rate Detail: All Known Taxes/Fees/Surcharges
			75.65 Gbp Total Amount Of Stay
		Meal Plan:	Room and full breakfast
		Hotel Ref:	3172805816

**Cancellation (local time): 2 pm on day of arrival**

*This booking has been guaranteed for late arrival. In the event of a non-arrival or late cancellation the hotel may levy a charge in line with their above policy. Please note this cancellation policy applies only to the first night's stay. For any consecutive nights, cancellations must be made in conjunction with the hotel's check out policy. Early departure charges may apply if the length of stay is reduced whilst in house. By making this booking on your behalf, Capita Travel and Events operates as a disclosed agent.*

All rates are quoted inclusive of tax and service unless otherwise stated.

**Payment:**

The account for room, dinner and breakfast to be sent "c/o Capita Travel and Events" to 1 Blackbrook Park Avenue, Taunton, Somerset, TA1 2PF , quoting on all invoices:  
 Client: Aberdeen City Council  
 The guest name(s)  
 Booking reference: [REDACTED]

Please check allowances, if no allowances are stated then all extras should be settled on departure. If no allowances are stated in the notes then all extras should be settled on departure. Please note that all guests are required to check and sign invoices prior to departure.

Dinner B+B + Non alcoholic Drinks to Capita Travel and Events

**Information:**

Calls to Capita Travel and Events may be recorded for quality purposes

**Notes:**

Hilton Worldwide hotel room rates may, on occasion, be subject to a minimum length of stay restriction

**This hotel offers our guests the following "Value Adds" as part of our GEM Programme:**

Applies to Upgrade Rooms Only: Bathrobe in room  
 Internet Access: Free wireless internet access in public places

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Part of Capita plc. Registered office: The Registry, 34 Beckenham Road, Beckenham, Kent, BR3 4TU.



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**GUEST BOOKING CONFIRMATION**

**Your Reference:** [REDACTED]

**Important Information**

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**HOTEL DETAILS**

Norwood Hall Hotel  
 Garthdee Road  
 ABERDEEN  
 Aberdeenshire  
 Scotland  
 AB15 9FX

Tel: 01224868951  
 Fax: 01224869868

**KEY FACILITIES**



[Click here for more info](#)

**YOUR DETAILS**

Aberdeen City Council

**BOOKING DETAILS**

**Date of arrival: Monday 27 April 2015**

**Room 1:**

Guest: MRS ANGELA SCOTT  
 Nights: 1 (Dep: 28/04/2015)  
 Cost Centre:

Rate Breakdown: Double Room Ensuite for Single Occupancy  
 Description: Government Bb Rate Accessible Room - Accessible Rooms At Norwood  
 115.00 Gbp Per Night Starting 27Apr For 1 Night  
 115.00 Gbp Total Rate Starting 27Apr For 1 Night  
 Taxes may apply to this rate.  
 Meal Plan: Room and full breakfast  
 Hotel Ref: 458005853

**Cancellation (local time): 2 pm on day of arrival**

*This booking has been guaranteed for late arrival. In the event of a non-arrival or late cancellation the hotel may levy a charge in line with their above policy. Please note this cancellation policy applies only to the first night's stay. For any consecutive nights, cancellations must be made in conjunction with the hotel's check out policy. Early departure charges may apply if the length of stay is reduced whilst in house. By making this booking on your behalf, Capita Travel and Events operates as a disclosed agent.*

All rates are quoted inclusive of tax and service unless otherwise stated.

**Payment:**

The account for room, dinner and breakfast to be sent "c/o Capita Travel and Events" to 1 Blackbrook Park Avenue, Taunton, Somerset, TA1 2PF, quoting on all invoices:  
 Client: Aberdeen City Council  
 The guest name(s)  
 Booking reference: [REDACTED]

Please check allowances, if no allowances are stated then all extras should be settled on departure. If no allowances are stated in the notes then all extras should be settled on departure. Please note that all guests are required to check and sign invoices prior to departure.

Dinner B+B + Non alcoholic Drinks to Capita Travel and Events

**Information:**

Calls to Capita Travel and Events may be recorded for quality purposes

**Notes:**

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 Web: www.capitatravelandevents.co.uk

**GUEST BOOKING CONFIRMATION**

**Your Reference:** [REDACTED]

**Important Information**

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---	--	---

**BOOKING DETAILS**

**Date of arrival: Tuesday 21 April 2015**

**Room 1:**

Guest:	MRS ANGELA SCOTT	Rate Breakdown:	Double Room Ensuite for Single Occupancy
Nights:	1 (Dep: 22/04/2015)		Description: Bsi Government Inc Breakfast Inc Tax
Cost Centre:	g5112131312		119.00 Gbp Per Night Starting 21Apr15
			Room Rate Detail: All Known Taxes/Fees/Surcharges
			119.00 Gbp Total Amount Of Stay
		Meal Plan:	Room and full breakfast
		Hotel Ref:	3178847580

**Cancellation (local time): 4 pm on day of arrival**

*This booking has been guaranteed for late arrival. In the event of a non-arrival or late cancellation the hotel may levy a charge in line with their above policy. Please note this cancellation policy applies only to the first night's stay. For any consecutive nights, cancellations must be made in conjunction with the hotel's check out policy. Early departure charges may apply if the length of stay is reduced whilst in house. By making this booking on your behalf, Capita Travel and Events operates as a disclosed agent.*

All rates are quoted inclusive of tax and service unless otherwise stated.

**Payment:**

The account for room, dinner and breakfast to be sent "c/o Capita Travel and Events" to 1 Blackbrook Park Avenue, Taunton, Somerset, TA1 2PF , quoting on all invoices:  
 Client: Aberdeen City Council  
 The guest name(s)  
 Booking reference: [REDACTED]

Please check allowances, if no allowances are stated then all extras should be settled on departure. If no allowances are stated in the notes then all extras should be settled on departure. Please note that all guests are required to check and sign invoices prior to departure.

Dinner B+B + Non alcoholic Drinks to Capita Travel and Events

**Information:**

Calls to Capita Travel and Events may be recorded for quality purposes

**Notes:**

Hilton Worldwide hotel room rates may, on occasion, be subject to a minimum length of stay restriction

**This hotel offers our guests the following "Value Adds" as part of our GEM Programme:**

Applies to Upgrade Rooms Only: Bathrobe in room  
 Internet Access: Free wireless internet access in public places

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 Web: www.capitatravelandevents.co.uk

**GUEST BOOKING CONFIRMATION**

**Your Reference:** [REDACTED]

**Important Information**

Please check this confirmation to ensure all details are correct. Cancellations and amendments to this booking should be made by telephone, in order to obtain your reference. We are not able to accept liability for cancellations and amendments sent by email or fax where a reference number cannot be quoted.

**HOTEL DETAILS**

Norwood Hall Hotel  
 Garthdee Road  
 ABERDEEN  
 Aberdeenshire  
 Scotland  
 AB15 9FX

Tel: 01224868951  
 Fax: 01224869868

**KEY FACILITIES**



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**YOUR DETAILS**

Aberdeen City Council

**BOOKING DETAILS**

**Date of arrival: Thursday 7 May 2015**

**Room 1:**

Guest: MRS ANGELA SCOTT  
 Nights: 1 (Dep: 08/05/2015)  
 Cost Centre: G5112131312

Rate Breakdown: Double Room Ensuite for Single Occupancy - Non-smoking  
 Daily Rate: £135.00  
 Meal Plan: Room and full breakfast  
 Hotel Ref: 290872

**Cancellation (local time): 24 hours prior to arrival**

*This booking has been guaranteed for late arrival. In the event of a non-arrival or late cancellation the hotel may levy a charge in line with their above policy. Please note this cancellation policy applies only to the first night's stay. For any consecutive nights, cancellations must be made in conjunction with the hotel's check out policy. Early departure charges may apply if the length of stay is reduced whilst in house. By making this booking on your behalf, Capita Travel and Events operates as a disclosed agent.*

All rates are quoted inclusive of tax and service unless otherwise stated.

**Payment:**

The account for room, dinner and breakfast to be sent "c/o Capita Travel and Events" to 1 Blackbrook Park Avenue, Taunton, Somerset, TA1 2PF, quoting on all invoices:

Client: Aberdeen City Council  
 The guest name(s)  
 Booking reference: [REDACTED]

Please check allowances, if no allowances are stated then all extras should be settled on departure. If no allowances are stated in the notes then all extras should be settled on departure. Please note that all guests are required to check and sign invoices prior to departure.

Dinner B+B + Non alcoholic Drinks to Capita Travel and Events

**Information:**

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**Notes:**

LATE CHECK OUT AT 4PM ON 8TH EXTRA £ 40.00 REF ANGELA

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**AMENDED GUEST BOOKING CONFIRMATION**

**Your Reference:** [REDACTED]

**Important Information**

**THIS BOOKING HAS BEEN AMENDED, PLEASE SEE AMENDMENT DETAILS BELOW**

Please check this confirmation to ensure all details are correct. Cancellations and amendments to this booking should be made by telephone, in order to obtain your reference. We are not able to accept liability for cancellations and amendments sent by email or fax where a reference number cannot be quoted.

**HOTEL DETAILS**

Doubletree by Hilton Aberdeen City  
 Beach Boulevard  
 Aberdeen Aberdeen  
 Aberdeenshire  
 Scotland  
 AB24 5EF

Tel: 01224633339  
 Fax: 01224638833

**KEY FACILITIES**



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**YOUR DETAILS**

Aberdeen City Council

**BOOKING DETAILS**

**Date of arrival: Wednesday 29 April 2015**

**Room 1:**

Guest: MRS ANGELA SCOTT  
 Nights: 1 (Dep: 30/04/2015)  
 Cost Centre: G5112131312

Rate Breakdown: Double Room Ensuite for Single Occupancy  
 Description: Bsi Government Inc Breakfast Inc Tax  
 99.00 Gbp Per Night Starting 29Apr15  
 Room Rate Detail: All Known Taxes/Fees/Surcharges  
 99.00 Gbp Total Amount Of Stay  
 Meal Plan: Room and full breakfast  
 Hotel Ref: 3180913644

**Cancellation (local time): 4 pm on day of arrival**

*This booking has been guaranteed for late arrival. In the event of a non-arrival or late cancellation the hotel may levy a charge in line with their above policy. Please note this cancellation policy applies only to the first night's stay. For any consecutive nights, cancellations must be made in conjunction with the hotel's check out policy. Early departure charges may apply if the length of stay is reduced whilst in house. By making this booking on your behalf, Capita Travel and Events operates as a disclosed agent.*

All rates are quoted inclusive of tax and service unless otherwise stated.

**Payment:**

The account for room, dinner and breakfast to be sent "c/o Capita Travel and Events" to 1 Blackbrook Park Avenue, Taunton, Somerset, TA1 2PF, quoting on all invoices:  
 Client: Aberdeen City Council  
 The guest name(s)  
 Booking reference: [REDACTED]

Please check allowances, if no allowances are stated then all extras should be settled on departure. If no allowances are stated in the notes then all extras should be settled on departure. Please note that all guests are required to check and sign invoices prior to departure.

Dinner B+B + Non alcoholic Drinks to Capita Travel and Events

**Information:**

**Calls to Capita Travel and Events may be recorded for quality purposes**

**Amendment Details:**

The following changes were made for MRS ANGELA SCOTT: departure date changed from 01/05/2015 to 30/04/2015.

**Notes:**

Hilton Worldwide hotel room rates may, on occasion, be subject to a minimum length of stay restriction

This hotel offers our guests the following "Value Adds" as part of our GEM Programme:

Applies to Upgrade Rooms Only: Bathrobe in room

Internet Access: Free wireless internet access in public places

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**GUEST BOOKING CONFIRMATION**

**Your Reference:** [REDACTED]

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**BOOKING DETAILS**

**Date of arrival: Wednesday 13 May 2015**

**Room 1:**

Guest:	MRS ANGELA SCOTT	Rate Breakdown:	Double Room Ensuite for Single Occupancy
Nights:	1 (Dep: 14/05/2015)		Description: Bsi Government Inc Breakfast Inc Tax
Cost Centre:	G5112131312		99.00 Gbp Per Night Starting 13May15
			Room Rate Detail: All Known Taxes/Fees/Surcharges
			99.00 Gbp Total Amount Of Stay
		Meal Plan:	Room and full breakfast
		Hotel Ref:	3186542000

**Cancellation (local time): 4 pm on day of arrival**

*This booking has been guaranteed for late arrival. In the event of a non-arrival or late cancellation the hotel may levy a charge in line with their above policy. Please note this cancellation policy applies only to the first night's stay. For any consecutive nights, cancellations must be made in conjunction with the hotel's check out policy. Early departure charges may apply if the length of stay is reduced whilst in house. By making this booking on your behalf, Capita Travel and Events operates as a disclosed agent.*

All rates are quoted inclusive of tax and service unless otherwise stated.

**Payment:**

The account for room, dinner and breakfast to be sent "c/o Capita Travel and Events" to 1 Blackbrook Park Avenue, Taunton, Somerset, TA1 2PF , quoting on all invoices:  
 Client: Aberdeen City Council  
 The guest name(s)  
 Booking reference: [REDACTED]

Please check allowances, if no allowances are stated then all extras should be settled on departure. If no allowances are stated in the notes then all extras should be settled on departure. Please note that all guests are required to check and sign invoices prior to departure.

Dinner B+B + Non alcoholic Drinks to Capita Travel and Events

**Information:**

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**Notes:**

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**This hotel offers our guests the following "Value Adds" as part of our GEM Programme:**

Applies to Upgrade Rooms Only: Bathrobe in room  
 Internet Access: Free wireless internet access in public places

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 From outside the UK: 0044 161 360 0075  
 Email: govts@expotel.com  
 Web: www.capitatravelandevents.co.uk

**GUEST BOOKING CONFIRMATION**

**Your Reference:** [REDACTED]

**Important Information**

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**BOOKING DETAILS**

**Date of arrival: Friday 29 May 2015**

**Room 1:**

Guest:	MRS ANGELA SCOTT	Rate Breakdown:	Double Room Ensuite for Single Occupancy
Nights:	1 (Dep: 30/05/2015)		Description: Government Getaway Save 15 Percent Off
Cost Centre:	g5112131312		Bed And Breakfast Rate
			67.15 Gbp Per Night Starting 29May15
			Room Rate Detail: All Known Taxes/Fees/Surcharges
			67.15 Gbp Total Amount Of Stay
		Meal Plan:	Room and full breakfast
		Hotel Ref:	3189415849

**Cancellation (local time): 24 hours prior to arrival**

*This booking has been guaranteed for late arrival. In the event of a non-arrival or late cancellation the hotel may levy a charge in line with their above policy. Please note this cancellation policy applies only to the first night's stay. For any consecutive nights, cancellations must be made in conjunction with the hotel's check out policy. Early departure charges may apply if the length of stay is reduced whilst in house. By making this booking on your behalf, Capita Travel and Events operates as a disclosed agent.*

All rates are quoted inclusive of tax and service unless otherwise stated.

**Payment:**

The account for room, dinner and breakfast to be sent "c/o Capita Travel and Events" to 1 Blackbrook Park Avenue, Taunton, Somerset, TA1 2PF , quoting on all invoices:  
 Client: Aberdeen City Council  
 The guest name(s)  
 Booking reference: [REDACTED]

Please check allowances, if no allowances are stated then all extras should be settled on departure. If no allowances are stated in the notes then all extras should be settled on departure. Please note that all guests are required to check and sign invoices prior to departure.

Dinner B+B + Non alcoholic Drinks to Capita Travel and Events

**Information:**

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**Notes:**

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 Internet Access: Free wireless internet access in public places

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**GUEST BOOKING CONFIRMATION**

**Your Reference:** [REDACTED]

**Important Information**

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**HOTEL DETAILS**

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 Aberdeenshire  
 Scotland  
 AB24 5EF

Tel: 01224633339  
 Fax: 01224638833

**KEY FACILITIES**



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**YOUR DETAILS**

Aberdeen City Council

**BOOKING DETAILS**

**Date of arrival: Thursday 4 June 2015**

**Room 1:**

Guest: MRS ANGELA SCOTT  
 Nights: 1 (Dep: 05/06/2015)  
 Cost Centre:

Rate Breakdown: Double Room Ensuite for Single Occupancy  
 Description: Bsi Government Inc Breakfast Inc Tax  
 99.00 Gbp Per Night Starting 04Jun15  
 Room Rate Detail: All Known Taxes/Fees/Surcharges  
 99.00 Gbp Total Amount Of Stay  
 Meal Plan: Room and full breakfast  
 Hotel Ref: 3179416801

**Cancellation (local time): 4 pm on day of arrival**

*This booking has been guaranteed for late arrival. In the event of a non-arrival or late cancellation the hotel may levy a charge in line with their above policy. Please note this cancellation policy applies only to the first night's stay. For any consecutive nights, cancellations must be made in conjunction with the hotel's check out policy. Early departure charges may apply if the length of stay is reduced whilst in house. By making this booking on your behalf, Capita Travel and Events operates as a disclosed agent.*

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**Payment:**

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 Client: Aberdeen City Council  
 The guest name(s)  
 Booking reference: [REDACTED]

Please check allowances, if no allowances are stated then all extras should be settled on departure. If no allowances are stated in the notes then all extras should be settled on departure. Please note that all guests are required to check and sign invoices prior to departure.

Dinner B+B + Non alcoholic Drinks to Capita Travel and Events

**Information:**

**Calls to Capita Travel and Events may be recorded for quality purposes**

**Notes:**

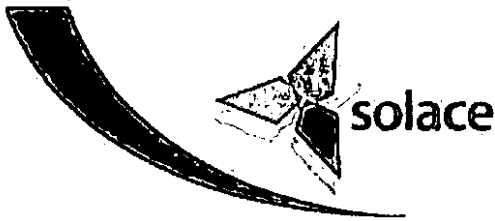
Hilton Worldwide hotel room rates may, on occasion, be subject to a minimum length of stay restriction

**This hotel offers our guests the following "Value Adds" as part of our GEM Programme:**

Applies to Upgrade Rooms Only: Bathrobe in room  
 Internet Access: Free wireless internet access in public places



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SOLACE  
PO Box 199  
Pontefract  
WF8 1WT  
t: 0845 652 4010  
e: finance@solace.org.uk

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**Invoice**

---

Angela Scott  
Aberdeen City Council  
Business Hub 12  
2nd Floor West, Marischal College  
Aberdeen  
Aberdeenshire  
AB10 1AB  
Scotland

G51121 31312

*Handwritten signature and date: 4.8.15*

Date of Invoice: 31 Jul 2015  
Invoice No.: INV-04037-S8T5Z4  
PO Number:

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Order Name: Membership Renewal - Angela Scott

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**Order Summary**

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**Purchased Membership Details**

Start Date: 31/08/2015

End Date: 30/08/2016

Item	Item Name	Quantity	Price Per Unit
1	CEX 2 - Pop 100-250k	1	£398.00
		Total:	£398.00
		VAT:	£0.00
		Total inc. VAT:	£398.00

---

**PLEASE NOTE: INVOICES MUST BE SETTLED IN 30 DAYS**

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Cheques payable to SOLACE

Direct transfer to Lloyds TSB, High Wycombe  
Sort Code: 30-94-28 Account: 03513843

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- If your invoice is for membership, please be aware that SOLACE Membership is payable for 12 months. All membership cancellations must be made in writing to membership@solace.org.uk
- All conference and event registrations are confirmed contracted places
- All terms and conditions apply to paid/unpaid bookings and complimentary places
- Delegates are required to pay in full prior to the event
- Following your registration you have a 7 day cooling off period from the date of the invoice, during which time you have the right to cancel at no charge
- If you do cancel your registration within the 7 day cooling off period then we will refund any payment made. If you paid by credit/debit card, your refund will be made directly to the same card within 30 days of your cancellation
- Please note the cooling off period does not apply to registrations made on or after 14 days before the event
- Following the 7 day cooling off period, if you cancel your registration (up to 14 days before the event) you will have your fees refunded less an administrative charge of £50 + vat. no refunds available for cancellations made on or after 14 days before the event
- Replacement delegates can be nominated with no administration fee please be aware there may be an extra charge if the replacement is not a current solace member
- Non attendees are still liable for full payment of the event
- All cancellations must be made in writing to events@solace.org.uk All cancellations will be acknowledged; unfortunately we cannot accept cancellations by telephone
- Please note that these terms and conditions also apply to any registration made on or after 14 days before the event




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**GUEST BOOKING CONFIRMATION**

**Your Reference:** [REDACTED]

**Important Information**

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<p><b>HOTEL DETAILS</b>                  Doubletree by Hilton Aberdeen City                  Beach Boulevard                  Aberdeen Aberdeen                  Aberdeenshire                  Scotland                  AB24 5EF                   Tel: 01224633339                  Fax: 01224638833</p>	<p><b>KEY FACILITIES</b></p>  <p>Click here for more info</p>	<p><b>YOUR DETAILS</b>                  Aberdeen City Council</p>
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**BOOKING DETAILS**

**Date of arrival: Wednesday 1 July 2015**

**Room 1:**

Guest:	MRS ANGELA SCOTT	Rate Breakdown:	Double Room Ensuite for Single Occupancy
Nights:	2 (Dep: 03/07/2015)		Description: Bsi Government Inc Breakfast Inc Tax
Cost Centre:	G5112131312		99.00 Gbp Per Night Starting 01Jul15
			Room Rate Detail: All Known Taxes/Fees/Surcharges
			198.00 Gbp Total Amount Of Stay
		Meal Plan:	Room and full breakfast
		Hotel Ref:	3189469915

**Cancellation (local time): 4 pm on day of arrival**

*This booking has been guaranteed for late arrival. In the event of a non-arrival or late cancellation the hotel may levy a charge in line with their above policy. Please note this cancellation policy applies only to the first night's stay. For any consecutive nights, cancellations must be made in conjunction with the hotel's check out policy. Early departure charges may apply if the length of stay is reduced whilst in house. By making this booking on your behalf, Capita Travel and Events operates as a disclosed agent.*

All rates are quoted inclusive of tax and service unless otherwise stated.

**Payment:**

The account for room, dinner and breakfast to be sent "c/o Capita Travel and Events" to 1 Blackbrook Park Avenue, Taunton, Somerset, TA1 2PF , quoting on all invoices:  
 Client: Aberdeen City Council  
 The guest name(s)  
 Booking reference: [REDACTED]

Please check allowances, if no allowances are stated then all extras should be settled on departure. If no allowances are stated in the notes then all extras should be settled on departure. Please note that all guests are required to check and sign invoices prior to departure.

Dinner B+B + Non alcoholic Drinks to Capita Travel and Events

**Information:**

Calls to Capita Travel and Events may be recorded for quality purposes

**Notes:**

Hilton Worldwide hotel room rates may, on occasion, be subject to a minimum length of stay restriction

**This hotel offers our guests the following "Value Adds" as part of our GEM Programme:**

Applies to Upgrade Rooms Only: Bathrobe in room  
 Internet Access: Free wireless internet access in public places

Part of Capita plc. Registered office: The Registry, 34 Beckenham Road, Beckenham, Kent, BR3 4TU.




CTE Stockport  
 Meridian Court, 18 Stanier Way, Wyvern Business Park, Derby, DE21 6BF  
 From the UK: 0844 793 7247  
 From outside the UK: 0044 161 360 0075  
 Email: govts@expotel.com  
 Web: www.capitatravelandevents.co.uk

**GUEST BOOKING CONFIRMATION**

**Your Reference:** [REDACTED]

**Important Information**

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**BOOKING DETAILS**

**Date of arrival: Tuesday 7 July 2015**

**Room 1:**

Guest:	MRS ANGELA SCOTT	Rate Breakdown:	Double Room Ensuite for Single Occupancy
Nights:	1 (Dep: 08/07/2015)		Description: Bsi Government Inc Breakfast Inc Tax
Cost Centre:	g5112131312		99.00 Gbp Per Night Starting 07Jul15
			Room Rate Detail: All Known Taxes/Fees/Surcharges
			99.00 Gbp Total Amount Of Stay
		Meal Plan:	Room and full breakfast
		Hotel Ref:	3191383539

**Cancellation (local time): 4 pm on day of arrival**

*This booking has been guaranteed for late arrival. In the event of a non-arrival or late cancellation the hotel may levy a charge in line with their above policy. Please note this cancellation policy applies only to the first night's stay. For any consecutive nights, cancellations must be made in conjunction with the hotel's check out policy. Early departure charges may apply if the length of stay is reduced whilst in house. By making this booking on your behalf, Capita Travel and Events operates as a disclosed agent.*

All rates are quoted inclusive of tax and service unless otherwise stated.

**Payment:**

The account for room, dinner and breakfast to be sent "c/o Capita Travel and Events" to 1 Blackbrook Park Avenue, Taunton, Somerset, TA1 2PF , quoting on all invoices:  
 Client: Aberdeen City Council  
 The guest name(s)  
 Booking reference: [REDACTED]

Please check allowances, if no allowances are stated then all extras should be settled on departure. If no allowances are stated in the notes then all extras should be settled on departure. Please note that all guests are required to check and sign invoices prior to departure.

Dinner B+B + Non alcoholic Drinks to Capita Travel and Events

**Information:**

Calls to Capita Travel and Events may be recorded for quality purposes

**Notes:**

Hilton Worldwide hotel room rates may, on occasion, be subject to a minimum length of stay restriction

**This hotel offers our guests the following "Value Adds" as part of our GEM Programme:**

Applies to Upgrade Rooms Only: Bathrobe in room  
 Internet Access: Free wireless internet access in public places

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**GUEST BOOKING CONFIRMATION**

**Your Reference:** [REDACTED]

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**HOTEL DETAILS**

Holiday Inn Express Aberdeen  
 Airport  
 3 International Gate  
 Aberdeen Airport DYCE  
 Aberdeenshire  
 Scotland  
 AB21 0BE  
  
 Tel: 01224608300  
 Fax: 01224608301

**KEY FACILITIES**



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**YOUR DETAILS**

Aberdeen City Council

**BOOKING DETAILS**

**Date of arrival: Monday 22 June 2015**

**Room 1:**

Guest: MRS ANGELA SCOTT  
 Nights: 2 (Dep: 24/06/2015)  
 Cost Centre: g5112131312

Rate Breakdown: Double Room Ensuite for Single Occupancy  
 Description: Hbaa Booking Services Intl With Free Internet Access Our Contemporary Air Conditioned Room  
 140.00 Gbp Per Night Starting 22Jun For 2 Nights  
 280.00 Gbp Total Rate Starting 22Jun For 2 Nights  
 Room Rate Detail:  
 20.00 Percnt Sales Tax Per Nt  
 280.00 Gbp Total Amount Of Stay  
 Meal Plan: Room and buffet breakfast  
 Hotel Ref: 62610830

Dinner B+B + Non alcoholic Drinks to Capita Travel and Events

**Cancellation (local time): 4 pm on day of arrival**

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All rates are quoted inclusive of tax and service unless otherwise stated.

**Payment:**

The account for room, dinner and breakfast to be sent "c/o Capita Travel and Events" to Billback Dept, Blackbrook Avenue, Taunton, Somerset, TA1 2PF, quoting on all invoices:  
 Client: Aberdeen City Council  
 The guest name(s)  
 Booking reference: [REDACTED]

Please see the information / notes section for allowances. If no allowances are stated in the notes then all extras should be settled on departure. Please note that all guests are required to check and sign invoices prior to departure.

**Information:**

**Calls to Capita Travel and Events may be recorded for quality purposes**

**Notes:**

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 Web: www.capitatravelandevents.co.uk

**GUEST BOOKING CONFIRMATION**

**Your Reference:** [REDACTED]

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<p><b>HOTEL DETAILS</b>                  Mercure Ardoe House Hotel and Spa                  Aberdeen                  South Deeside Road                  Blairs Aberdeen                  Aberdeenshire                  Scotland                  AB12 5YP                  Tel: 01224860600                  Fax: 01224860644</p>	<p><b>KEY FACILITIES</b></p>  <p>Click here for more info</p>	<p><b>YOUR DETAILS</b>                  Aberdeen City Council</p>
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**BOOKING DETAILS**

**Date of arrival: Thursday 25 June 2015**

**Room 1:**

Guest:	MRS ANGELA SCOTT	Rate Breakdown:	Double Room Ensuite for Single Occupancy
Nights:	1 (Dep: 26/06/2015)		Description: Best Available Rate Bb Classic Double Room
Cost Centre:			139.00 Gbp Per Nt Starting 25 June For 1 Night
			Room Rate Detail:
			0.00 Gbp Miscellaneous Per Nt
			139.00 Gbp Total Amount Of Stay
			Taxes may apply to this rate.
		Meal Plan:	Room and full breakfast
		Hotel Ref:	6626PFO504

**Cancellation (local time): 2 pm on day of arrival**

*This booking has been guaranteed for late arrival. In the event of a non-arrival or late cancellation the hotel may levy a charge in line with their above policy. Please note this cancellation policy applies only to the first night's stay. For any consecutive nights, cancellations must be made in conjunction with the hotel's check out policy. Early departure charges may apply if the length of stay is reduced whilst in house. By making this booking on your behalf, Capita Travel and Events operates as a disclosed agent.*

All rates are quoted inclusive of tax and service unless otherwise stated.

**Payment:**

The account for room, dinner and breakfast to be sent "c/o Capita Travel and Events" to 1 Blackbrook Park Avenue, Taunton, Somerset, TA1 2PF, quoting on all invoices:  
 Client: Aberdeen City Council  
 The guest name(s)  
 Booking reference: [REDACTED]

Please check allowances, if no allowances are stated then all extras should be settled on departure. If no allowances are stated in the notes then all extras should be settled on departure. Please note that all guests are required to check and sign invoices prior to departure.

Dinner B+B + Non alcoholic Drinks to Capita Travel and Events

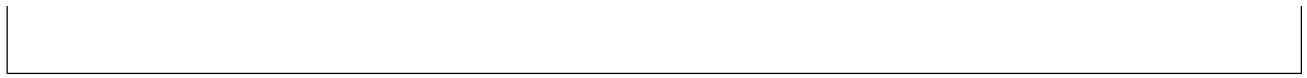
**Information:**

Calls to Capita Travel and Events may be recorded for quality purposes

**Notes:**

**This hotel offers our guests the following "Value Adds" as part of our GEM Programme:**  
 Applies to Upgrade Rooms Only: Free use of leisure facilities

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 Web: www.capitatravelandevents.co.uk

**GUEST BOOKING CONFIRMATION**

**Your Reference:** [REDACTED]

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**BOOKING DETAILS**

**Date of arrival: Wednesday 2 September 2015**

**Room 1:**

Guest:	MRS ANGELA SCOTT	Rate Breakdown:	Double Room Ensuite for Single Occupancy
Nights:	1 (Dep: 03/09/2015)		Description: Bsi Government Inc Breakfast Inc Tax
Cost Centre:	G5112131312		99.00 Gbp Per Night Starting 02Sep15
			Room Rate Detail: All Known Taxes/Fees/Surcharges
			198.00 Gbp Total Amount Of Stay
		Meal Plan:	Room and full breakfast
		Hotel Ref:	3205621483

**Cancellation (local time): 4 pm on day of arrival**

*This booking has been guaranteed for late arrival. In the event of a non-arrival or late cancellation the hotel may levy a charge in line with their above policy. Please note this cancellation policy applies only to the first night's stay. For any consecutive nights, cancellations must be made in conjunction with the hotel's check out policy. Early departure charges may apply if the length of stay is reduced whilst in house. By making this booking on your behalf, Capita Travel and Events operates as a disclosed agent.*

All rates are quoted inclusive of tax and service unless otherwise stated.

**Payment:**

The account for room, dinner and breakfast to be sent "c/o Capita Travel and Events" to 1 Blackbrook Park Avenue, Taunton, Somerset, TA1 2PF , quoting on all invoices:  
 Client: Aberdeen City Council  
 The guest name(s)  
 Booking reference: [REDACTED]

Please check allowances, if no allowances are stated then all extras should be settled on departure. If no allowances are stated in the notes then all extras should be settled on departure. Please note that all guests are required to check and sign invoices prior to departure.

Dinner B+B + Non alcoholic Drinks to Capita Travel and Events

**Information:**

Calls to Capita Travel and Events may be recorded for quality purposes

**Notes:**

Hilton Worldwide hotel room rates may, on occasion, be subject to a minimum length of stay restriction

**This hotel offers our guests the following "Value Adds" as part of our GEM Programme:**

Applies to Upgrade Rooms Only: Bathrobe in room  
 Internet Access: Free wireless internet access in public places

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**GUEST BOOKING CONFIRMATION**

**Your Reference:** [REDACTED]

**COMMERCIALLY CONFIDENTIAL**

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**BOOKING DETAILS**

**Date of arrival: Tuesday 30 September 2014**

**Room 1:**

Guest:	MRS ANGELA SCOTT	Rate Breakdown:	Double Room Ensuite for Single Occupancy - Non-smoking
Nights:	1 (Dep: 01/10/2014)	Daily Rate:	£110.00
Cost Centre:		Meal Plan:	Room and full breakfast
		Hotel Ref:	SIANA

**Cancellation (local time): 2 pm on day of arrival**

*This booking has been guaranteed for late arrival. In the event of a non-arrival or late cancellation the hotel may levy a charge in line with their above policy. Please note this cancellation policy applies only to the first night's stay. For any consecutive nights, cancellations must be made in conjunction with the hotel's check out policy. Early departure charges may apply if the length of stay is reduced whilst in house. By making this booking on your behalf, Capita Travel and Events operates as a disclosed agent.*

All rates are quoted inclusive of tax and service unless otherwise stated.

**Payment:**

The account for room, dinner and breakfast to be sent "c/o Capita Travel and Events" to 1 Blackbrook Park Avenue, Taunton, Somerset, TA1 2PF , quoting on all invoices:  
 Client: Aberdeen City Council  
 The guest name(s)  
 Booking reference: [REDACTED]

Please check allowances, if no allowances are stated then all extras should be settled on departure. If no allowances are stated in the notes then all extras should be settled on departure. Please note that all guests are required to check and sign invoices prior to departure.

**Dinner B+B + Non alcoholic Drinks to Capita Travel and Events**

**Information:**

Calls to Capita Travel and Events may be recorded for quality purposes

**Notes:**

CHARGES MAY APPLY IF THE NIGHTS ARE REDUCED OR CHANGED ONCE YOU'VE CHECKED INTO THE HOTEL

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# MARINER HOTEL

349 GREAT WESTERN ROAD  
ABERDEEN  
SCOTLAND  
UK  
AB10 6NW  
Tel 01224 588901  
info@themarinerhotel.co.uk

MS A SCOTT  
ABERDEEN CITY COUNCIL  
BUSINESS HUB 12  
2ND FLOOR WEST  
MARISHALL COLLEGE  
ABERDEEN  
AB10 1AB

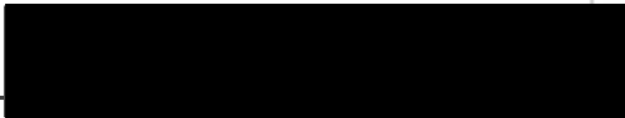
Room: 12  
Invoice: 66842  
Booking: 62703  
Arrival: 09/Sep/15  
Departure: 10/Sep/15  
Folio: FOL-1  
Agent Order:

Date	Description	Quantity	Amount	Balance
09/Sep/15	09 SUPERIOR X1	1	270.00	270.00
			<b>Balance Due</b>	<b>270.00</b>

	NETT	VAT	GROSS
Zero Rated	0.00	0.00	0.00
Rate 1	225.00	45.00	270.00
Rate 2	0.00	0.00	0.00
<b>Totals</b>	<b>225.00</b>	<b>45.00</b>	<b>270.00</b>

Vat Reg : 671 3178 35

Signature



THE MARINER HOTEL  
GREAT WESTERN ROAD  
ABERDEEN  
M\*\*15455 TID\*\*\*6227  
AID : A0000000041010  
MASTERCARD  
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 Web: www.capitatravelandevents.co.uk

**GUEST BOOKING CONFIRMATION**

**Your Reference:** [REDACTED]

**Important Information**

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**BOOKING DETAILS**

**Date of arrival: Tuesday 9 February 2016**

**Room 1:**

Guest:	MRS ANGELA SCOTT	Rate Breakdown:	Double Room Ensuite for Single Occupancy
Nights:	1 (Dep: 10/02/2016)		Description: Government Getaway Save 15 Percent Off
Cost Centre:	g5112131312		Bed And Breakfast Rate
			102.85 Gbp Per Night Starting 09Feb16
			Room Rate Detail: All Known Taxes/Fees/Surcharges
			102.85 Gbp Total Amount Of Stay
		Meal Plan:	Room and full breakfast
		Hotel Ref:	3235717517

**Cancellation (local time): 24 hours prior to arrival**

*This booking has been guaranteed for late arrival. In the event of a non-arrival or late cancellation the hotel may levy a charge in line with their above policy. Please note this cancellation policy applies only to the first night's stay. For any consecutive nights, cancellations must be made in conjunction with the hotel's check out policy. Early departure charges may apply if the length of stay is reduced whilst in house. By making this booking on your behalf, Capita Travel and Events operates as a disclosed agent.*

All rates are quoted inclusive of tax and service unless otherwise stated.

**Payment:**

The account for room, dinner and breakfast to be sent "c/o Capita Travel and Events" to 1 Blackbrook Park Avenue, Taunton, Somerset, TA1 2PF , quoting on all invoices:  
 Client: Aberdeen City Council  
 The guest name(s)  
 Booking reference: [REDACTED]

Please check allowances, if no allowances are stated then all extras should be settled on departure. If no allowances are stated in the notes then all extras should be settled on departure. Please note that all guests are required to check and sign invoices prior to departure.

Dinner B+B + Non alcoholic Drinks to Capita Travel and Events

**Information:**

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**Notes:**

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**GUEST BOOKING CONFIRMATION**

**Your Reference:** [REDACTED]

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**BOOKING DETAILS**

**Date of arrival: Thursday 11 February 2016**

**Room 1:**

Guest:	MRS ANGELA SCOTT	Rate Breakdown:	Double Room Ensuite for Single Occupancy
Nights:	1 (Dep: 12/02/2016)		Description: Government Getaway Save 15 Percent Off
Cost Centre:	g5112131312		Bed And Breakfast Rate
			77.35 Gbp Per Night Starting 11Feb16
			Room Rate Detail: All Known Taxes/Fees/Surcharges
			77.35 Gbp Total Amount Of Stay
		Meal Plan:	Room and full breakfast
		Hotel Ref:	3226938282

**Cancellation (local time): 24 hours prior to arrival**

*This booking has been guaranteed for late arrival. In the event of a non-arrival or late cancellation the hotel may levy a charge in line with their above policy. Please note this cancellation policy applies only to the first night's stay. For any consecutive nights, cancellations must be made in conjunction with the hotel's check out policy. Early departure charges may apply if the length of stay is reduced whilst in house. By making this booking on your behalf, Capita Travel and Events operates as a disclosed agent.*

All rates are quoted inclusive of tax and service unless otherwise stated.

**Payment:**

The account for room, dinner and breakfast to be sent "c/o Capita Travel and Events" to 1 Blackbrook Park Avenue, Taunton, Somerset, TA1 2PF , quoting on all invoices:  
 Client: Aberdeen City Council  
 The guest name(s)  
 Booking reference: [REDACTED]

Please check allowances, if no allowances are stated then all extras should be settled on departure. If no allowances are stated in the notes then all extras should be settled on departure. Please note that all guests are required to check and sign invoices prior to departure.

Dinner B+B + Non alcoholic Drinks to Capita Travel and Events

**Information:**

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**Notes:**

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**GUEST BOOKING CONFIRMATION**

**Your Reference:** [REDACTED]

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**BOOKING DETAILS**

**Date of arrival: Thursday 25 February 2016**

**Room 1:**

Guest:	MRS ANGELA SCOTT	Rate Breakdown:	Double Room Ensuite for Single Occupancy
Nights:	1 (Dep: 26/02/2016)		Description: Bed And Breakfast Includes Breakfast Each Night Of Stay
Cost Centre:	g5112131312		85.00 Gbp Per Night Starting 25Feb16
			Room Rate Detail: All Known Taxes/Fees/Surcharges
			85.00 Gbp Total Amount Of Stay
		Meal Plan:	Room and full breakfast
		Hotel Ref:	3228284531

**Cancellation (local time): 24 hours prior to arrival**

*This booking has been guaranteed for late arrival. In the event of a non-arrival or late cancellation the hotel may levy a charge in line with their above policy. Please note this cancellation policy applies only to the first night's stay. For any consecutive nights, cancellations must be made in conjunction with the hotel's check out policy. Early departure charges may apply if the length of stay is reduced whilst in house. By making this booking on your behalf, Capita Travel and Events operates as a disclosed agent.*

All rates are quoted inclusive of tax and service unless otherwise stated.

**Payment:**

The account for room, dinner and breakfast to be sent "c/o Capita Travel and Events" to 1 Blackbrook Park Avenue, Taunton, Somerset, TA1 2PF , quoting on all invoices:  
 Client: Aberdeen City Council  
 The guest name(s)  
 Booking reference: [REDACTED]

Please check allowances, if no allowances are stated then all extras should be settled on departure. If no allowances are stated in the notes then all extras should be settled on departure. Please note that all guests are required to check and sign invoices prior to departure.

**Dinner B+B + Non alcoholic Drinks to Capita Travel and Events**

**Information:**

Calls to Capita Travel and Events may be recorded for quality purposes

**Notes:**

Hilton Worldwide hotel room rates may, on occasion, be subject to a minimum length of stay restriction

Capita Travel and Events Limited. Registered in England No. 01094729. VAT No.618184140.  
 Part of Capita plc. Registered office: The Registry, 34 Beckenham Road, Beckenham, Kent, BR3 4TU.



**From:** [no-reply@scotrail.co.uk](mailto:no-reply@scotrail.co.uk)  
**To:** [REDACTED]  
**Subject:** Confirmation of your ScotRail Business Direct booking [REDACTED]  
**Date:** 19 February 2016 10:39:04  
**Attachments:** [schedule.ics](#)

---

Dear [REDACTED]

Thank you booking with Business Direct.

### **Booking Details**

Your booking details are as follows - please take a moment to check the information is correct.

### **Confirmation**

Your confirmation number is [REDACTED] - your traveller will need this information to collect their ticket.

### **Journey: 1 Aberdeen to Edinburgh @ £63.40**

ANYTIME R £63.40 (1 @ £63.40)

Payment was debited to business account:  
Amount: £63.40

Our terms and conditions and the National Rail Conditions of Carriage apply to this booking and are available at [www.scotrail.co.uk](http://www.scotrail.co.uk)

### **Business information**

The following details needs to be supplied before the purchase of this journey.

#### **Passenger 1**

**Name:** [REDACTED]  
**E-mail:** [REDACTED]@aberdeencity.gov.uk  
**Passenger Name:** Angela Scott  
**Department:** CE  
**Cost Centre:** G5112131312

#### **Journey: 1** Aberdeen to Edinburgh

**Ticket type:** Anytime Return Valid by the route and Train Operator shown - outward on day of travel and following 4 days, return within 1 month

**Route:** Via Any Permitted Route

**Outward journey:** 26 Feb 2016

departs Aberdeen at 07:03 travel by Train service provider ScotRail to station Edinburgh arrives 09:32 ( seats reserved: Coach: B Seats: 11F )

**Return journey:** 26 Feb 2016

### **Ticket Collection**

#### **This email is not a valid ticket for travel**

You have chosen to collect your tickets from Aberdeen. Your ticket booking

reference is [REDACTED]

You will need the ticket booking reference and any payment card to collect your ticket

**To collect your tickets, you must have both a credit/debit card and your ticket booking reference. If you do not have them, a new ticket at the full fare will have to be bought to travel.**

Please note that if you are starting your journey at an unmanned station without a self service ticket machine, and have selected to collect your tickets from an alternative station, you must collect your tickets before you travel. You are not permitted to travel to that station using the booking reference or confirmation email for this booking to collect your tickets.

### **Changes to Your Booking**

Any changes to tickets purchased online need to be made at least 5 working days prior to your travel date. If you are amending your tickets on the date of travel, please do this at your local manned station ticket office.

Thank you for buying your train tickets from us. We hope you enjoy your journey.

**The Business Direct Team**

**Telephone: 0344 811 0144**



CTE Stockport  
 Meridian Court, 18 Stanier Way, Wyvern Business Park, Derby, DE21 6BF  
 From the UK: 0844 793 7247  
 From outside the UK: 0044 161 360 0075  
 Email: govts@expotel.com  
 Web: www.capitatravelandevents.co.uk

**GUEST BOOKING CONFIRMATION**

**Your Reference:** [REDACTED]

**Important Information**

Please check this confirmation to ensure all details are correct. Cancellations and amendments to this booking should be made by telephone, in order to obtain your reference. We are not able to accept liability for cancellations and amendments sent by email or fax where a reference number cannot be quoted.

**HOTEL DETAILS**

Doubletree by Hilton Aberdeen City  
 Beach Boulevard  
 Aberdeen Aberdeen  
 Aberdeenshire  
 Scotland  
 AB24 5EF

Tel: 01224633339  
 Fax: 01224638833

**KEY FACILITIES**



[Click here for more info](#)

**YOUR DETAILS**

Aberdeen City Council

**BOOKING DETAILS**

**Date of arrival: Thursday 10 March 2016**

**Room 1:**

Guest: MRS ANGELA SCOTT  
 Nights: 1 (Dep: 11/03/2016)  
 Cost Centre: g5112131312

Rate Breakdown: Double Room Ensuite for Single Occupancy  
 Description: Bsi Government Inc Breakfast Inc Tax  
 75.00 Gbp Per Night Starting 10Mar16  
 Room Rate Detail: All Known Taxes/Fees/Surcharges  
 75.00 Gbp Total Amount Of Stay  
 Meal Plan: Room and full breakfast  
 Hotel Ref: 3235450729

**Cancellation (local time): 4 pm on day of arrival**

*This booking has been guaranteed for late arrival. In the event of a non-arrival or late cancellation the hotel may levy a charge in line with their above policy. Please note this cancellation policy applies only to the first night's stay. For any consecutive nights, cancellations must be made in conjunction with the hotel's check out policy. Early departure charges may apply if the length of stay is reduced whilst in house. By making this booking on your behalf, Capita Travel and Events operates as a disclosed agent.*

All rates are quoted inclusive of tax and service unless otherwise stated.

**Payment:**

The account for room, dinner and breakfast to be sent "c/o Capita Travel and Events" to 1 Blackbrook Park Avenue, Taunton, Somerset, TA1 2PF , quoting on all invoices:  
 Client: Aberdeen City Council  
 The guest name(s)  
 Booking reference: [REDACTED]

Please check allowances, if no allowances are stated then all extras should be settled on departure. If no allowances are stated in the notes then all extras should be settled on departure. Please note that all guests are required to check and sign invoices prior to departure.

Dinner B+B + Non alcoholic Drinks to Capita Travel and Events

**Information:**

**Calls to Capita Travel and Events may be recorded for quality purposes**

**Notes:**

Hilton Worldwide hotel room rates may, on occasion, be subject to a minimum length of stay restriction

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CTE Stockport  
 Meridian Court, 18 Stanier Way, Wyvern Business Park, Derby, DE21 6BF  
 From the UK: 0844 793 7247  
 From outside the UK: 0044 161 360 0075  
 Email: govts@expotel.com  
 Web: www.capitatravelandevents.co.uk

**GUEST BOOKING CONFIRMATION**

**Your Reference:** [REDACTED]

**Important Information**

Please check this confirmation to ensure all details are correct. Cancellations and amendments to this booking should be made by telephone, in order to obtain your reference. We are not able to accept liability for cancellations and amendments sent by email or fax where a reference number cannot be quoted.

**HOTEL DETAILS**

Doubletree by Hilton Aberdeen City  
 Beach Boulevard  
 Aberdeen Aberdeen  
 Aberdeenshire  
 Scotland  
 AB24 5EF

Tel: 01224633339  
 Fax: 01224638833

**KEY FACILITIES**



[Click here for more info](#)

**YOUR DETAILS**

Aberdeen City Council

**BOOKING DETAILS**

**Date of arrival: Thursday 31 March 2016**

**Room 1:**

Guest: MRS ANGELA SCOTT  
 Nights: 1 (Dep: 01/04/2016)  
 Cost Centre:

Rate Breakdown: Double Room Ensuite for Single Occupancy  
 Description: Bsi Government Inc Breakfast Inc Tax  
 75.00 Gbp Per Night Starting 31Mar16  
 Room Rate Detail: All Known Taxes/Fees/Surcharges  
 75.00 Gbp Total Amount Of Stay  
 Meal Plan: Room and full breakfast  
 Hotel Ref: 3243552364

**Cancellation (local time): 4 pm on day of arrival**

*This booking has been guaranteed for late arrival. In the event of a non-arrival or late cancellation the hotel may levy a charge in line with their above policy. Please note this cancellation policy applies only to the first night's stay. For any consecutive nights, cancellations must be made in conjunction with the hotel's check out policy. Early departure charges may apply if the length of stay is reduced whilst in house. By making this booking on your behalf, Capita Travel and Events operates as a disclosed agent.*

All rates are quoted inclusive of tax and service unless otherwise stated.

**Payment:**

The account for room, dinner and breakfast to be sent "c/o Capita Travel and Events" to 1 Blackbrook Park Avenue, Taunton, Somerset, TA1 2PF , quoting on all invoices:  
 Client: Aberdeen City Council  
 The guest name(s)  
 Booking reference: [REDACTED]

Please check allowances, if no allowances are stated then all extras should be settled on departure. If no allowances are stated in the notes then all extras should be settled on departure. Please note that all guests are required to check and sign invoices prior to departure.

Dinner B+B + Non alcoholic Drinks to Capita Travel and Events

**Information:**

**Calls to Capita Travel and Events may be recorded for quality purposes**

**Notes:**

Hilton Worldwide hotel room rates may, on occasion, be subject to a minimum length of stay restriction

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**ABERDEEN CITY COUNCIL  
OFFICE OF CHIEF EXECUTIVE  
MasterCard VOUCHER**

Date	Description	Amount	
9/01/17	Taxi from London Heathrow to the Grange St Paul's Hotel. Attending London Stock Exchange Market Open Ceremony on 10 January	£54	80
10/01/17	Taxi from London Stock Exchange to London Heathrow	£23	00

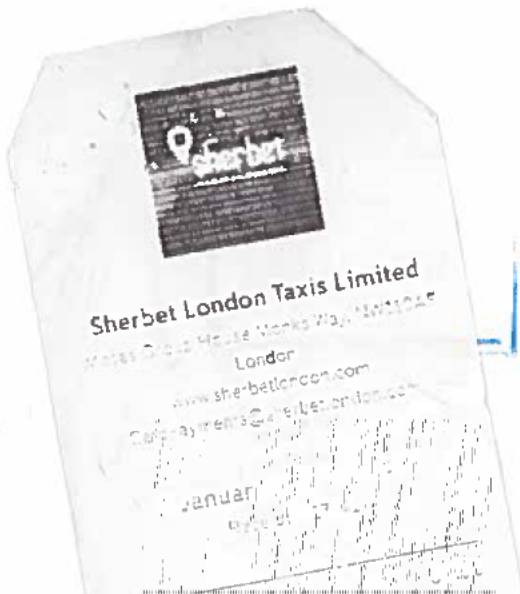
Authorised by:



Title:

Council Leader

Financial Code	G	5	1	1	2	1	3	1	3	1	2
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DIAL A CARD  
39-47 EAST  
LONDON N1 6AH  
M1006598 TID29579129  
AID A0000000041010  
MASTERCARD  
MASTERCARD  
\*\*\*\* \* [REDACTED] \*  
EXP 07/17 START 06/14  
CONTACTLESS PAN SEQ 21  
SALE  
MERCHANT COPY



From:  
Sent:  
To:  
Subject:

Flybe - Do not reply . <DO\_NOT\_REPLY@bookings.flybe.com>  
18 September 2015 17:09  
Confirmation of your Flybe flight(s)

**THANKS FOR BOOKING WITH  
FLYBE,** [REDACTED]



**Booking reference:** [REDACTED]

Hello MARGARET,

We look forward to welcoming you on board your Flybe flight to London City.

We encourage all passengers to check in online prior to departure. Online check-in opens 36 hours before your flight however we will send you a reminder closer to the time.



Don't forget you can collect Avios with Flybe. Click [here](#) to join or add this booking against your existing Avios Travel Rewards Programme account.

# Full Booking Details

Date	Flight No	Route	Depart	Arrive
Wed 30 Sep 2015	BE1362	Aberdeen to London City	07:10	09:05
Operated by Flybe <a href="#">Just Fly</a>				
Wed 30 Sep 2015	BE1367	London City to Aberdeen	19:20	21:10
Operated by Flybe <a href="#">Just Fly</a>				

## Mrs ANGELA SCOTT

Flight	From	To	Seat	Baggage	Insurance	Advance Passenger Information (API)	Checked In	Change Itinerary
BE1362	ABZ	LCY	-- <a href="#">Select</a>	0Kg <a href="#">Add</a>	<a href="#">Select</a>	Not Required	<a href="#">Check In</a>	<a href="#">Change flight</a>
BE1367	LCY	ABZ	-- <a href="#">Select</a>	0Kg <a href="#">Add</a>	<a href="#">Select</a>		<a href="#">Check In</a>	<a href="#">Change flight</a>

TRANSACTION AMOUNT INCLUDING ALL TAXES AND CHARGES: **GBP 159.98**

## IMPORTANT INFORMATION

### Photographic identification required

Either: valid passport, photo driving licence, citizen card or other acceptable form of ID. For all international flights valid passports are required.

## Rules

No refunds apply. Name changes permitted on completely unused tickets at GBP 40.00 per passenger, per single flight sector plus any difference in fare. Changes may be made up to 2 hours before scheduled departure time. For Just Fly bookings, the following apply: Changes made through the Call Centre will be charged at GBP 40.00 per passenger, per single flight sector changed plus any fare difference Flight/route changes permitted at GBP 35.00 per passenger, per single flight sector plus any difference in fare. No refunds will be given if the fare for the new flights is lower. For Get More bookings, the following apply: Flight/route changes permitted and no change fee is payable where passengers have purchased a Get More ticket, but any fare difference will still apply. No refunds will be given if the fare for the new flights is lower.

[Full Terms & Conditions](#)

**Important:** Passengers who will not be attending a Flybe flight are urged to contact our customer call centre to inform us.

## Tickets and Check-in instructions

You will be travelling on an e-ticket (electronic ticket). We highly recommend you **check-in online**; if you do so, you must **print your boarding pass** and bring it with you to the airport.

Outbound: Flybe. / Passengers must check-in a minimum of 30 minutes before scheduled departure.  
Return: Flybe. / Passengers must check-in a minimum of 30 minutes before scheduled departure.  
No refunds shall be granted for late check-in or failure to present at the gate in time for boarding.

## Baggage allowance and restrictions

Flybe will be unable to carry any bag in the cabin which is too big to fit in our baggage sizer. If your bag is bigger than 55 x 40 x 23cm or heavier than 10kg please go to the Flybe bag drop to check it in. Please note that we may apply an additional charge of £50 for any oversized bag checked in at the departure gate.

Please note: when measuring your hand baggage, and where appropriate, please ensure that you include the bag's wheels.

Each bag carried in the aircraft hold will be charged at the prevailing rate at the time of purchase. Flybe offer a discounted, non-refundable rate for the first bag paid for on flybe.com in advance. Your baggage allowance varies by the size of bag purchased - please see [details of our charges](#) for details. No single bag can weigh more than 30kg.

No liability will be accepted for fragile items including glass/bottles, perishable items, valuables, jewellery, money, business documents, precious metals, computers, car or house keys and other important items, in the hold baggage.

## Dangerous items

Passenger baggage must not contain any articles or substances that may present a danger during transport, including those shown here.

Some exceptions apply.

[View full list of dangerous goods or prohibited items](#)



## Further assistance

For further assistance please [Contact Us](#). For special assistance such as wheelchair carriage please [click here](#)

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