

# LIQ03

## Notice of progress report in voluntary winding up



Companies House

For further information, please  
refer to our guidance at  
[www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)

### 1 Company details

Company number 0 6 6 0 6 6 8 4

Company name in full Harjen Limited

#### → Filling in this form

Please complete in typescript or in  
bold black capitals.

### 2 Liquidator's name

Full forename(s) Julian

Surname Pitts

### 3 Liquidator's address

Building name/number Fourth Floor

Street Toronto Square

Post town Toronto Street

County/Region Leeds

Postcode L S 1 2 H J

Country

### 4 Liquidator's name ①

Full forename(s) Nicholas Edward

Surname Reed

#### ① Other liquidator

Use this section to tell us about  
another liquidator.

### 5 Liquidator's address ②

Building name/number Fourth Floor

Street Toronto Square

Post town Toronto Street

County/Region Leeds

Postcode L S 1 2 H J

Country

#### ② Other liquidator

Use this section to tell us about  
another liquidator.

LIQ03

Notice of progress report in voluntary winding up

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Period of progress report

|           |                           |                           |                           |                           |                           |                           |                           |                           |
|-----------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| From date | <sup>d</sup> <div>2</div> | <sup>d</sup> <div>5</div> | <sup>m</sup> <div>1</div> | <sup>m</sup> <div>0</div> | <sup>y</sup> <div>2</div> | <sup>y</sup> <div>0</div> | <sup>y</sup> <div>2</div> | <sup>y</sup> <div>0</div> |
| To date   | <sup>d</sup> <div>2</div> | <sup>d</sup> <div>4</div> | <sup>m</sup> <div>1</div> | <sup>m</sup> <div>0</div> | <sup>y</sup> <div>2</div> | <sup>y</sup> <div>0</div> | <sup>y</sup> <div>2</div> | <sup>y</sup> <div>1</div> |

7

Progress report

☒ The progress report is attached

8

Sign and date

Liquidator's signature

Signature

X 

X

Signature date

|                           |                           |                           |                           |                           |                           |                           |                           |
|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| <sup>d</sup> <div>2</div> | <sup>d</sup> <div>0</div> | <sup>m</sup> <div>1</div> | <sup>m</sup> <div>2</div> | <sup>y</sup> <div>2</div> | <sup>y</sup> <div>0</div> | <sup>y</sup> <div>2</div> | <sup>y</sup> <div>1</div> |
|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|

**Presenter information**

You do not have to give any contact information, but if you do it will help Companies House if there is a query on the form. The contact information you give will be visible to searchers of the public record.

Contact name **Jonathan Bird**

Company name **Begbies Traynor (Central) LLP**

Address **Fourth Floor**

**Toronto Square**

Post town **Toronto Street**

County/Region **Leeds**

Postcode **L S 1 2 H J**

Country

DX

Telephone **0113 244 0044**

**Checklist**

**We may return forms completed incorrectly or with information missing.**

**Please make sure you have remembered the following:**

- ☐ The company name and number match the information held on the public Register.
- ☐ You have attached the required documents.
- ☐ You have signed the form.

**Important information**

**All information on this form will appear on the public record.**

**Where to send**

**You may return this form to any Companies House address, however for expediency we advise you to return it to the address below:**

The Registrar of Companies, Companies House,  
Crown Way, Cardiff, Wales, CF14 3UZ.  
DX 33050 Cardiff.

**Further information**

For further information please see the guidance notes on the website at [www.gov.uk/companieshouse](http://www.gov.uk/companieshouse) or email [enquiries@companieshouse.gov.uk](mailto:enquiries@companieshouse.gov.uk)

**This form is available in an alternative format. Please visit the forms page on the website at [www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)**

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## Harjen Limited **(In Creditors' Voluntary Liquidation)**

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Progress report

Period: 25 October 2020 to 24 October 2021

### Important Notice

This progress report has been produced solely to comply with our statutory duty to report to creditors and members of the Company on the progress of the liquidation. The report is private and confidential and may not be relied upon, referred to, reproduced or quoted from, in whole or in part, by creditors and members for any purpose other than this report to them, or by any other person for any purpose whatsoever.

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## Contents

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# 1. INTERPRETATION

| <u>Expression</u>                           | <u>Meaning</u>   |
|---|--|
| "the Company"                               | Harjen Limited (In Creditors' Voluntary Liquidation)   |
| "the liquidation"                           | The appointment of liquidators on 25 October 2013.   |
| "the liquidators", "we", "our" and "us"     | Julian Pitts of Begbies Traynor (Central) LLP, Fourth Floor, Toronto Square, Toronto Street, Leeds, LS1 2HJ<br>and<br>Nicholas Edward Reed of Begbies Traynor (Central) LLP, Fourth Floor, Toronto Square, Toronto Street, Leeds, LS1 2HJ  |
| "the Act"                                   | The Insolvency Act 1986 (as amended)   |
| "the Rules"                                 | The Insolvency (England and Wales) Rules 2016  |
| "secured creditor" and "unsecured creditor" | Secured creditor, in relation to a company, means a creditor of the company who holds in respect of his debt a security over property of the company, and "unsecured creditor" is to be read accordingly (Section 248(1)(a) of the Act)  |
| "security"                                  | (i) In relation to England and Wales, any mortgage, charge, lien or other security (Section 248(1)(b)(i) of the Act); and<br>(ii) In relation to Scotland, any security (whether heritable or moveable), any floating charge and any right of lien or preference and any right of retention (other than a right of compensation or set off) (Section 248(1)(b)(ii) of the Act) |
| "preferential creditor"                     | Any creditor of the Company whose claim is preferential within Sections 386, 387 and Schedule 6 to the Act   |

# 2. COMPANY INFORMATION

|                            |   |
|----------------------------|---|
| Company registered number: | 06606684  |
| Company registered office: | 4th Floor, Toronto Square, Toronto Street, Leeds, LS1 2HJ |
| Former trading address:    | 155 The Headrow, Leeds, LS1 5RB                           |

# 3. DETAILS OF APPOINTMENT OF LIQUIDATORS

|                                   |  |
|-----------------------------------|--|
| Date winding up commenced:        | 25 October 2013  |
| Date of liquidators' appointment: | 25 October 2013  |
| Changes in liquidator (if any):   | Rob Sadler was replaced by Julian Pitts as Liquidator by an order of the court effective 9 May 2018. |

## 4. PROGRESS DURING THE PERIOD

### Receipts and Payments

Attached at Appendix 1 is our abstract of receipts and payments for the period from 25 October 2020 to 24 October 2021.

What work has been done in the period of this report, why was that work necessary and what has been the financial benefit (if any) to creditors?

Details of the types of work that generally fall into the headings mentioned below are available on our firm's website - <http://www.begbies-traynorgroup.com/work-details> Under the following headings we have explained the specific work that has been undertaken on this case. Not every piece of work has been described, but we have sought to give a proportionate overview which provides sufficient detail to allow creditors to understand what has been done, why it was necessary and what financial benefit (if any) the work has provided to creditors.

costs incurred in relation to each heading are set out in the Time Costs Analysis which is attached at Appendix 2. There is an analysis for the period of the report and also an analysis of time spent on the case since the date of our appointment. The details below relate to the work undertaken in the period of this report only. Our previous reports contain details of the work undertaken since our appointment.

### General case administration and planning

During the period covered by this report we have continued to maintain our internal records and have undertaken regular case and compliance reviews to ensure the case is being progressed correctly. We have also considered our agreed strategy during the period.

Although of no direct financial benefit to creditors, this work is required to ensure the case is being correctly administered and progressed.

### Compliance with the Insolvency Act, Rules and best practice

We are also required to produce progress reports for the benefit of creditors. During the period covered by this report we have prepared our previous progress report dated 17 December 2020, filed it with the Registrar of Companies and made a copy available to the creditors.

We have also monitored our statutory bond to ensure the interests of the Company's members and creditors are sufficiently protected.

This work is of no financial benefit to creditors, however is required to ensure that the case adheres to the Rules, the Act and best practice.

### Investigations and Asset Realisations

As stated in our previous reports, our investigations had identified certain transactions which were, prima facie, subject to the antecedent transactions in the Act and may have given rise to claims against third parties.

During the period covered by this report, and in the period which immediately followed it, we have considered the prospects of success of the potential claims and economical recoverability against the relevant third parties, certain of whom are located outside the jurisdiction of the United Kingdom. Following such review, we consider the prospects of success and recoverability are limited, whilst the costs and risks of pursuing the actions would be significant. We will therefore not be moving to issue proceedings in this respect.

As these potential claims represented the only prospect of recovery and the only ongoing matter in the Liquidation, we consider there are no outstanding items to be dealt with and the Liquidation will therefore be brought to a conclusion. We will prepare and issue our final report following the circulation of this report.

To assist in considering the above matters we have retained the legal services of Womble Bond Dickinson ("WBD").

The above actions represented the only prospect of recovery in the Liquidation and for the benefit of creditors.

Other matters which includes seeking decisions from creditors (via Deemed Consent Procedure and/or Decision Procedures, tax, litigation, pensions and travel

We have continued to deal with the Company's tax affairs with HM Revenue & Customs.

This work does not have any benefit to creditors, however is required to defray our responsibilities on behalf of the Company.

## 5. ESTIMATED OUTCOME FOR CREDITORS

Details of the sums owed to each class of the Company's creditors were provided in the director's statement of affairs included within the report sent to creditors further to our appointment as Liquidators.

On the basis of realisations, the outcome for each class of the Company's creditors is as follows:

### Secured creditors

There are a number of charges registered against the Company at Companies House, including a debenture in favour of Voip Capital International ("Voip"). Voip has confirmed that it has no debt.

The other registered security appears to relate to property assets which were transferred away from the Company prior to the Liquidation, along with the associated debt. Our investigations into the property transfers were previously detailed in our annual progress reports. No secured creditor has sought to make a claim in the Liquidation.

### Preferential creditors

There are no known preferential claims.

### Unsecured creditors

Unsecured creditors were estimated at £628,323 in the Director's Statement of Affairs and we have received claims in the sum of £4,254,153.

I am required by the Insolvency (England & Wales) Rules 2016 to inform creditors if:

- (a) I intend to declare a final dividend;
- (b) if no dividend will be declared; or
- (c) if no further dividend will be declared.

In this case no dividend is available for unsecured creditors because the funds realised have already been used or allocated for defraying the expenses of the Liquidation.



## 6. REMUNERATION & EXPENSES

### Remuneration

Our remuneration has been fixed by a resolution of creditors at a meeting held 16 January 2015 by reference to the time properly given by us (as liquidators) and the various grades of our staff calculated at the prevailing hourly charge out rates of Begbies Traynor (Central) LLP in attending to matters arising in the winding up and we are authorised to draw disbursements, including disbursements for services provided by our firm (defined as category 2 disbursements in Statement of Insolvency Practice 9) in accordance with our firm's policy, which is attached at Appendix 2 of this report.

Our time costs for the period from 25 October 2020 to 24 October 2021 amount to £2,331 which represents 11 hours at an average rate of £220 per hour.

The following further information in relation to our time costs and expenses is set out at Appendix 2:

- ❑ Time Costs Analysis for the period 25 October 2020 to 24 October 2021
- ❑ Time Costs Analysis for the period 25 October 2013 to 24 October 2021
- ❑ Begbies Traynor (Central) LLP's charging policy

To 24 October 2021, we have drawn the total sum of £35,000 on account of our remuneration, against total time costs of £102,050 incurred since the date of our appointment.

### Time Costs Analysis

The Time Costs Analysis for the period of this report attached at Appendix 2 shows the time spent by each grade of staff on the different types of work involved in the case, and gives the total costs and average hourly rate charged for each work type. An additional analysis is also attached which details the time costs for the entire period for which we have administered the liquidation.

Please note that each analysis provides details of the work undertaken by us and our staff following our appointment only.

### Expenses

To 24 October 2021, we have also drawn expenses in the sum of £663 against those incurred in the sum of £684.

### Category 2 Expenses

No Category 2 expenses have been charged to the case since our last report to creditors.

A copy of 'A Creditors' Guide to Liquidators Fees (E&W) 2021' which provides guidance on creditors' rights on how to approve and monitor a Liquidator's remuneration and on how the remuneration is set can be obtained online at [www.begbies-traynor.com/creditorsguides](http://www.begbies-traynor.com/creditorsguides). Alternatively, if you require a hard copy of the Guide, please contact our office and we will arrange to send you a copy.

## 7. LIQUIDATORS' EXPENSES

A statement of the expenses incurred during the period of this progress report is attached at Appendix 3. A cumulative statement showing the total expenses incurred since the date of our appointment also appears at Appendix 3.

## 8. ASSETS THAT REMAIN TO BE REALISED AND WORK THAT REMAINS TO BE DONE

At this stage in the Liquidation, and in view of our comments at section four above, we consider there are no assets left to realise.

What work remains to be done, why is this necessary and what financial benefit (if any) will it provide to creditors?

### General case administration and planning

We will prepare a final case and compliance review prior to issuing our final report to ensure all matters in the liquidation have been addressed.

This work does not have any direct financial benefit to creditors, however ensures all appropriate steps have been taken prior to closure of the liquidation.

### Compliance with the Insolvency Act, Rules and best practice

Prior to closing the Liquidation we will prepare a final progress report detailing the outcome to creditors. A copy of the same will be filed with the Registrar and made available to creditors.

We will continue to ensure our statutory bond level remains sufficient to protect the interests of the Company's members and creditors, however as no realisations are expected this is unlikely to change.

The above work is required pursuant to the Act, Rules and best practice and must therefore be performed irrespective of benefit to creditors.

### Investigations & Asset Realisations

We do not consider any further realisations will be achieved or further investigative work is required. However, should any further work be performed in this respect the cost of the same will be reported under this heading.

### Dealing with all creditors' claims (including employees), correspondence and distributions

No further work is expected in this regard.

### Other matters which includes seeking decisions from creditors (via Deemed Consent Procedure and/or Decision Procedure, tax, litigation, pensions and travel)

We will liaise with HM Revenue & Customs to obtain clearance to close the Liquidation.

This work does not produce any financial benefit to creditors, however is required to be performed to arrange an orderly closure of the Liquidation.

How much will this further work cost?

We anticipate that the time costs of bringing the Liquidation to a close will not exceed £2,000.

## 9. OTHER RELEVANT INFORMATION

Connected party transactions

We have not been made aware of any sales of the Company's assets to connected parties.

### **Investigations and reporting on directors' conduct**

You may be aware that a liquidator has a duty to enquire into the affairs of an insolvent company to determine its property and liabilities and to identify any actions which could lead to the recovery of funds. In addition, a liquidator is also required to consider the conduct of the Company's directors and to make an appropriate submission to the Department for Business Energy and Industrial Strategy. We can confirm that we have discharged our duties in these respects.

Investigations carried out to date

We have undertaken an initial assessment of the manner in which the business was conducted prior to the Liquidation of the Company and potential recoveries for the estate in this respect.

No further realisations are expected in this liquidation, as set out separately within this report.

Use of personal information

Please note that in the course of discharging our statutory duties as liquidators, we may need to access and use personal data, being information from which a living person can be identified. Where this is necessary, we are required to comply with data protection legislation. If you are an individual and you would like further information about your rights in relation to our use of your personal data, you can access the same at <https://www.begbies-traynorgroup.com/privacy-notice>. If you require a hard copy of the information, please do not hesitate to contact us.

## 10. CREDITORS' RIGHTS

Right to request further information

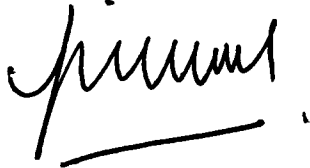
Pursuant to Rule 18.9 of the Rules, within 21 days of the receipt of this report a secured creditor, or an unsecured creditor with the concurrence of at least 5% in value of the unsecured creditors, including that creditor, (or an unsecured creditor with less than 5% in value of the unsecured creditors, but with the permission of the court) may request in writing that we provide further information about our remuneration or expenses which have been incurred during the period of this progress report.

Right to make an application to court

Pursuant to Rule 18.34 of the Rules, any secured creditor or any unsecured creditor with the concurrence of at least 10% in value of the unsecured creditors including that creditor, (or any unsecured creditors with less than 10% in value of the unsecured creditors, but with the permission of the court) may, within 8 weeks of receipt of this progress report, make an application to court on the grounds that the remuneration charged or the expenses incurred during the period of this progress report are excessive or, the basis fixed for our remuneration is inappropriate.

## 11. CONCLUSION

As noted above, a final report will shortly be issued to bring this matter to a close.

A handwritten signature in black ink, appearing to read 'N Reed', with a long horizontal stroke extending to the right.

N Reed  
Joint Liquidator

Dated: 20 December 2021

# ACCOUNT OF RECEIPTS AND PAYMENTS

Period: 25 October 2020 to 24 October 2021

|                                       | From 25/10/2020<br>To 24/10/2021<br>£ | From 25/10/2013<br>To 24/10/2021<br>£ |
|---------------------------------------|---------------------------------------|---------------------------------------|
| <b>ASSET REALISATIONS</b>             |                                       |                                       |
| Bank Interest Gross                   | 2.44                                  | 63.18                                 |
| Deferred Consideration Settlement     | NIL                                   | 84,313.30                             |
| Monies held on solicitor's client a/c | NIL                                   | 515.00                                |
|                                       | <u>2.44</u>                           | <u>84,891.48</u>                      |
| <b>COST OF REALISATIONS</b>           |                                       |                                       |
| Agents/Valuers Fees (1)               | NIL                                   | 700.00                                |
| Archiving                             | 11.76                                 | 201.80                                |
| Investigation Costs                   | NIL                                   | 170.00                                |
| Land Registry Search                  | NIL                                   | 9.00                                  |
| Legal Disbursements                   | NIL                                   | 164.82                                |
| Legal Fees                            | NIL                                   | 26,000.00                             |
| Mileage Costs                         | NIL                                   | 36.00                                 |
| Office Holders Fees                   | 20,000.00                             | 35,000.00                             |
| Parking and Travel Costs              | NIL                                   | 83.08                                 |
| Pre-Appointment Liquidation Fees      | NIL                                   | 3,500.00                              |
| Specific Bond                         | 120.72                                | 190.72                                |
| Stationery & Postage                  | NIL                                   | 5.82                                  |
| Statutory Advertising                 | 4.64                                  | 173.84                                |
| Subsistence                           | NIL                                   | 47.62                                 |
|                                       | <u>(20,137.12)</u>                    | <u>(66,282.70)</u>                    |
|                                       | <u>(20,134.68)</u>                    | <u>18,608.78</u>                      |
| <b>REPRESENTED BY</b>                 |                                       |                                       |
| Bank 1 Current                        |                                       | 14,581.33                             |
| Vat Receivable                        |                                       | 4,027.45                              |
|                                       |                                       | <u>18,608.78</u>                      |

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## COSTS AND EXPENSES

- a. Begbies Traynor (Central) LLP's charging policy;
- b. Time Costs Analysis for the period from 25 October 2020 to 24 October 2021; and
- c. Cumulative Time Costs Analysis for the period from 25 October 2013 to 24 October 2021.

## BEGBIES TRAYNOR CHARGING POLICY

### INTRODUCTION

This note applies where a licensed insolvency practitioner in the firm is acting as an office holder of an insolvent estate and seeks creditor approval to draw remuneration on the basis of the time properly spent in dealing with the case. It also applies where further information is to be provided to creditors regarding the office holder's fees following the passing of a resolution for the office holder to be remunerated on a time cost basis. Best practice guidance<sup>1</sup> requires that such information should be disclosed to those who are responsible for approving remuneration.

In addition, this note applies where creditor approval is sought to make a separate charge by way of expenses or disbursements to recover the cost of facilities provided by the firm. It also applies where payments are to be made to parties other than the firm, but in relation to which the office holder, the firm or any associate has an interest. Best practice guidance<sup>2</sup> indicates that such charges should be disclosed to those who are responsible for approving the office holder's remuneration, together with an explanation of how those charges are calculated.

### OFFICE HOLDER'S FEES IN RESPECT OF THE ADMINISTRATION OF INSOLVENT ESTATES

The office holder has overall responsibility for the administration of the estate. He/she will delegate tasks to members of staff. Such delegation assists the office holder as it allows him/her to deal with the more complex aspects of the case and ensures that work is being carried out at the appropriate level. There are various levels of staff that are employed by the office holder and these appear below.

The firm operates a time recording system which allows staff working on the case along with the office holder to allocate their time to the case. The time is recorded at the individual's hourly rate in force at that time which is detailed below.

### EXPENSES INCURRED BY OFFICE HOLDERS IN RESPECT OF THE ADMINISTRATION OF INSOLVENT ESTATES

Best practice guidance classifies expenses into two broad categories:

- ❑ Category 1 disbursements (approval not required) - specific expenditure that is directly related to the case and referable to an independent external supplier's invoice. All such items are charged to the case as they are incurred.
- ❑ Category 2 disbursements (approval required) - items of expenditure that are directly related to the case which include an element of shared or allocated cost and are based on a reasonable method of calculation, but which are not payable to an independent third party.

(A) The following items of expenditure are charged to the case (subject to approval):

- Internal meeting room usage for the purpose of statutory meetings of creditors is charged at the rate of £100 (London £150) per meeting;
- Car mileage is charged at the rate of 45 pence per mile;
- Storage of books and records (when not chargeable as a Category 1 disbursement) is charged on the basis that the number of standard archive boxes held in storage for a particular case bears to the total of all archive boxes for all cases in respect of the period for which the storage charge relates

(B) The following items of expenditure will normally be treated as general office overheads and will not be charged to the case although a charge may be made where the precise cost to the case can be determined because the item satisfies the test of a Category 1 disbursement:

- Telephone and facsimile

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<sup>1</sup> Statement of Insolvency Practice 9 (SIP 9) – Remuneration of insolvency office holders in England & Wales

<sup>2</sup> Ibid 1

- Printing and photocopying
- Stationery

#### BEGBIES TRAYNOR CHARGE-OUT RATES

Begbies Traynor is a national firm. The rates charged by the various grades of staff that may work on a case are set nationally, but vary to suit local market conditions. The rates applying to the office as at the date of this report are as follows:

| Grade of staff       | Charge-out rate (£<br>per hour)<br>1 December 2018 –<br>until further notice |
|----------------------|--|
| Partner              | 495  |
| Director             | 445  |
| Senior Manager       | 395  |
| Manager              | 345  |
| Assistant Manager    | 250  |
| Senior Administrator | 225  |
| Administrator        | 175  |
| Junior Administrator | 140  |
| Support              | 140  |

Prior to 1 December 2018, the following rates applied:

| Grade of staff       | Charge-out<br>rate<br>(£ per hour) |
|----------------------|------------------------------------|
| Partner              | 395                                |
| Director             | 345                                |
| Senior Manager       | 310                                |
| Manager              | 265                                |
| Assistant Manager    | 205                                |
| Senior Administrator | 175                                |
| Administrator        | 135                                |
| Junior Administrator | 110                                |
| Support              | 60 - 110                           |

Time spent by support staff such as secretarial, administrative and cashiering staff is charged directly to cases. It is not carried as an overhead.

Time is recorded in 6 minute units.



SIP9 Harjen Limited - Creditors Voluntary Liquidation - 80HA201.CVL : Time Costs Analysis From 25/10/2020 To 24/10/2021

[illegible]

SIP9 Harjen Limited - Creditors Voluntary Liquidation - 80HA201.CVL : Time Costs Analysis From 25/10/2013 To 24/10/2021

[illegible]

## STATEMENT OF EXPENSES

| Type of expense  | Name of party with whom expense incurred | Amount incurred<br>£ | Amount discharged<br>£ | Balance (to be discharged)<br>£ |
|--|--|----------------------|------------------------|---------------------------------|
| Expenses incurred with entities not within the Begbies Traynor Group |  |                      |                        |                                 |
| Storage Costs  | Restore Plc                              | 35.28                | 8.82                   | 26.46                           |

## CUMULATIVE STATEMENT OF EXPENSES

| Type of expense        | Name of party with whom expense incurred | Amount incurred<br>£ |
|------------------------|--|----------------------|
| Legal Fees             | Womble Bond Dickinson                    | 29,898.00            |
| Legal Disbursements    | Womble Bond Dickinson                    | 164.82               |
| Agents / Valuers Fees  | BTG Global Risk Partners                 | 700.00               |
| Statutory Advertising  | Courts Advertising Limited               | 169.20               |
| Storage Costs          | Restore Plc                              | 318.98               |
| Stationery and Postage | Argos                                    | 5.82                 |
| Bordereau              | Marsh Limited                            | 70.00                |
| Travel and Parking     | Various                                  | 83.08                |
| Subsistence            | Various                                  | 47.62                |
| Mileage                | Various                                  | 36.00                |