

Journey Details			Detailed Description of Approved Duty	Expense Items or Details of Journey	Mileage				Subsistence Taxed	Subsistence Non-Taxed	Other Travel
Date	Time of Departure	Time of Return			Car	Motor-cycle	Bicycle	Pass-enger			
07/04/2015	18:30	22:00	Ballachulish Community Council	Kinlochleven to Ballachulish (return)	16						
10/04/2015	12:30	17.15	Drimnatorrin Steering Group	Kinlochleven to Strontian (return)	56						
13/04/2015	14:30	18:45	Councillor Monthly Surgery	Kinlochleven to Area Office (return)	44						
11/05/2015	14:30	18:35	Councillor Monthly Surgery	Kinlochleven to Area Office (return)	44						
14/05/2015	07:00	18:30	Highland Council Meeting Deduct lunch	Kinlochleven to HQ (return)	173						
19/05/2015	07:00	17:00	Southern Area Planning Committee Deduct lunch	Kinlochleven to HQ (return)	173						
20/05/2015	09:30	13:00	Glen Etive Site Visit with Iain Cameron (Waste Services)	Kinlochleven to Glen Etive (return)	34						
21/05/2015	09:15	16:00	Lochaber Area Committee	Kinlochleven to Area office (return)	44						
27/05/2015	07:00	18:30	Resources Committee Deduct lunch	Kinlochleven to HQ (return)	173						
				Sub Total	757						
				Rate	£0.45	£0.240	£0.200	£0.050			
				Cash Value of Mileage Claim	£340.65	£	£	£			

