

Journey Details			Detailed Description of Approved Duty	Expense Items or Details of Journey	Mileage				Subsistence Taxed	Subsistence Non-Taxed	Tick for meal Deduction	Other Travel
Date	Time of Departure	Time of Return			Car	Motor-cycle	Bicycle	Pass-enger				
03/08/2015	08.30	13.00	Ward Business Meeting	Home to Area (Return)	44							
04/08/2015	18.30	22.00	Ballachulish Community Council	Home to Ballachulish (Return)	16							
06/08/2015	18.30	21.30	Nether Lochaber Community Council	Home to Onich (Return)								
10/08/2015	14.30	17.30	Councillor Surgery	Home to Area (Return)	44							
12/08/2015	08.00	Fri	Briefing for Community Services Committee (including overnight stay and evening meal = )	Home to HQ	86				17.20			
13/08/2015			Highland Council Meeting Sunart Community Council Meeting (including overnight accommodation = £40)	HQ to Strontian to Home	118				40.00	Yes		
18/08/2015	07.30	21/30	Southern Planning Committee Meeting with residents Iona Court, Fort William Fort William Community Council	Home to HQ (Return)	173					Yes		
20/08/2015	07.30	17.30	Community Services Committee	Home to HQ (Return)	173					Yes		
21/08/2015	15.00	16.30	Meeting with Dave Thompson MSP & Iain Blackford MP to discuss Transport Scotland issues in ward	Home to Glencoe (Return)	14							
25/08/2015	09.15	18.00	Lochaber Area Committee LEADER Lochaber meeting	Home to Area (Return)	44							

26/08/2015	07.30	17.30	Resources Committee	Home to HQ (return)	173							Yes	
31/08/2015	12.00	17.30	Ward Business Meeting	Home to Area (Return)	44								
				Sub Total	759								
				Rate	£0.45	£0.240	£0.200	£0.050					
				Cash Value of Mileage Claim	£341.55	£	£	£			57.20		