

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				
01/09/2015	16.00	Next day	Acharacle Community Council (with overnight accommodation)	Kinlochleven to Acharacle (return)	80				40.00			
03/09/2015	07.00	20.15	Highland Council Meeting with Highlife Highland	Kinlochleven to HQ (return)	173					Yes		
07/09/2015	16.30	Next day	West Ardnamurchan Community Council (with overnight accommodation)	Kinlochleven to Kilchoan (return)	104				40.00			
08/09/2015	16.00	21.00	Nevis Partnership Board Meeting	Kinlochleven to Fort William (return)	44							
14/09/2015	14.45	17.15	Councillor surgery	Kinlochleven to Area (return)	44							
16/09/2015	08.30	12.30	Strontian Primary School interviews Meeting with Lochaber Shopmability	Kinlochleven to Fort William (return)	44							
17/09/2015	07.30	17.30	Meeting with Kate MacIennan (to discuss Tenants Associations)	Kinlochleven to HQ (return)	173							
21/09/2015	18.00	21.30	National Scenic Area Programme Board	Kinlochleven to Area (return)	44							
23/09/2015	09.00	17.30	National Cycle Network meeting Meeting with Roads Engineer LEADER steering group meeting	Kinlochleven to Area (return)	44							
24/09/2015	07.30	17.00	Councillor Training – Code of Conduct	Kinlochleven to HQ (return)	173							
28/09/2015	08.00	14.30	Southern Planning Site Visit	Kinlochleven to	162							

			Boat of Garten Hotel	Boat of Garten (return)								
29/09/2015	07.30	19.00	Southern Planning Area Committee	Kinlochleven to HQ (return)	173						Yes	
30/09/2015	07.30	19.0	Audit & Scrutiny Committee Community Safety Committee	Kinlochleven to HQ (return)	173						Yes	
				Sub Total	1431							
				Rate	£0.45	£0.240	£0.200	£0.050				
				Cash Value of Mileage Claim	£643.95	£	£	£				