

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				
05/10/2015	16.30	Next day	West Ardnamurchan Community Council (with overnight accommodation)	Kinlochleven to Kilchoan (return)	104				40.00			
06/10/2015	16.30	21.30	Transport Scotland A82 Exhibition Fort William/Balachulish Community Council	Kinlochleven to Area (return)	44							
08/10/2015/	07.00	Next day	ECAS Committee/ Sunart Community Council (with overnight accommodation)	Kinlochleven to HQ to Strontian	177				40.00	Yes		
09/10/2015	08.00	18.00	Equality & Diversity Training	Strontian to HQ to Kinlochleven	177							
12/10/2015	08.45	13.00	Ward Business Meeting	Kinlochleven to Area (return)	44							
12/10/2015	14.45	17.30	Councillor Surgey	Kinlochleven to Area (return)	44							
12/10/2015	18.30	21.00	Duror & Kentallen Community Council	Kinlochleven to Duror (return)	30							
20/10/2015	10.30	13.30	A82 meeting with Dave Thomson MSP/Transport Scotland/Nether Lochaber CC	Kinlochleven to Onich (return)	22							
20/10/2015	17.30	Next day	Kilchoan community meeting to discuss repairs to St Comghans scheduled monument (with overnight accommodation)	Kinlochleven to Kilchoan to Strontian	73				40.00			
21/10/2015	08.00	13.30	Ward Business Meeting/Special Lochaber Area Committee	Strontian to Area to Kinlochleven	48							
27/10/2015	09.00	16.30	Skye, Lochaber & Small Isles Ferry User Group	Kinlochleven to Banavie (return)	50							
29/10/2015	07.00	19.00	Highland Council Full Council	Kinlochleven to HQ (return)	173					Yes		

