

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				
02/11/2015	16.30	Weds	West Ardnamurchan Community Council (with overnight accommodation)	Kinlochleven to Kilchoan to Strontian	81				35.00			
03/11/2015	N/A	Weds	Meeting with Acharacle resident to discuss road safety issues near school/Acharacle Community Council (with overnight accommodation)	Strontian to Acharacle (return)	24				35.00			
04/11/2015	07.00	18.00	PDI Committee Meeting	Strontian to HQ to Kinlochleven	177					Yes		
05/11/2015	07.00	19.00	Community Services Meeting	Kinlochleven to HQ (return)	173					Yes		
09/11/2015	08.00	17.00	SPAC Site Visit/Councillor Surgery	Kinlochleven to Laggan (Return)	120							
10/11/2015	07.00	17.30	Southern Planning Area Committee	Kinlochleven to HQ (Return)	173					Yes		
11/11/2015	07.30	18.30	ECAS Committee Meeting	Kinlochleven to HQ (Return)	173					Yes		
12/11/2015	19.30	21.00	Kinlochleven High School Parent Council Meeting	Kinlochleven to Ballachulish (Return)	16							
17/11/2015	07.00	19.45	Audit & Scrutiny Committee Meeting/Islands Bill working group	Kinlochleven to HQ (Return)	173					Yes		
20/11/2015	07.00	16.00	Members Budget Briefing	Kinlochleven to HQ (Return)	173							
24/11/2015	09.00	14.00	Lochaber Area Committee Meeting	Kinlochleven to Area (Return)	44							
25/11/2015	07.00	20.00	Resources Committee Meeting/Various meetings in HQ	Kinlochleven to HQ (return)	173					Not taken		

				Sub Total	1500							
				Rate	£0.40	£0.240	£0.200	£0.050				
				Cash Value of Mileage Claim	£600.00	£	£	£				