

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				
01/06/2016	09.00	12.00	Buzz Project meeting	Kinlochleven to Caol (return)	49							
02/06/2016	11.00	15.00	Meeting with Susan Macmillan (Planning)/VAL Volunteer's Day	Kinlochleven to area office (return)	44							
	18.30	21.00	Nether Lochaber Community Council	Kinlochleven to Onich (return)	22							
07/06/2016	16.00	22.00	Nevis Partnership Board Meeting/Ballachulish Community Council	Kinlochleven to Claggan to Ballachulish to Kinlochleven	47							
08/06/2016	08.30	17.00	Councillor surgery – Strontian and Achraclae	Kinlochleven to Achraclae (return)	80							
09/06/2016	07.30	22.00	Community and Partnerships Committee/Sunart Community Council (incl. overnight accommodation)	Kinlochleven to HQ to Strontian to Fort William	198				40.00	YES		
10/06/2016	08.30	15.00	Lochaber Area Committee	Strontian to area office to Kinlochleven	46							
13/06/2016	14.45	23.30	Councillor Surgery/West Ardnamurchan Community Council	Kinlochleven to area office to Gleborrodale to Kinlochleven (via Lochailort after last ferry)	139							
15/06/2016	08.30	19.30	Councillor Surgery Kilchoan/East Lochaber Community Trust	Kinlochleven to Kilchoan to Claggan to Kinlochleven	126							
16/06/2016	07.00	19.30	Audit and Scrutiny Committee	Kinlochleven to HQ (return)	173					YES		

17/06/2016	17.30	20.45	Civic reception Lochaber Geopark	Kinlochleven to area office (return)	44							
19/06//2016	11.45	14.00	Lochaber Geopark Panel unveiling Kentallen	Kinlochleven to Duror (return)	30							
23/06/2016	14.30	15.30	Inspect Corran Ferry toilets and car park (following complaint)	Kinlochleven to Corran (return)	26							
28/06/2016	07.30	Next Day	Southern Planning Committee	Kinlochleven to HQ (return)	173						YES	
29/06/2016	N/A	19.30	Full Highland Council	N/A							YES	
				Sub Total	1197							
				Rate	£0.40	£0.240	£0.200	£0.050				
				Cash Value of Mileage Claim	£478.80	£	£	£			£40.00	