

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				
02/08/2016	18.30	21.45	Ballachulish Community Council	Kinlochleven to Ballachulish (return)	14							
08/08/2016	14.45	17.15	Councillor surgery Fort William/Kinlochleven	Kinlochleven to Area office (return)	44							
08/08/2016	18.30	Next day	Take surgery posters to Kilchoan/Inspect Pier Road and St Comghan's Graveyard/West Ardnamurchan Community Council (cancelled)	Kinlochleven to Kilchoan (return)	104				£50.00			
09/08/2016	13.00	21.30	Buzz Project meeting/East Lochaber Community Trust meeting	Kinlochleven to Fort William (return)	44							
10/08/2016	09.00	17.00	Councillor Surgeries Strontian and Acharacle	Kinlochleven to Acharacle (return)	80							
11/08/2016	09.00	Next day	Councillor surgery Kilchoan/Sunart Community Council (with overnight accommodation)	Kinlochleven to Kilchoan (return)	104				£50.00			
16/08/2016	07.00	Next day	Southern Planning Area Committee	Kinlochleven to HQ (return)	173							
22/08/2016	16.45	21.40	Ardamurchan High School Parent Council meeting	Kinlochleven to Strontian (return)	56							
23/08/2016	09.00	15.30	Lochaber Area Committee/Site visit Comm Services & Scottish Water River Laroch	Kinlochleven to Area (return)	44							
24/08/2016	07.00	Next day	Meeting with Michelle Morris/Resources Committee	Kinlochleven to HQ (return)	173							
25/08/2016	Prev day	18.30	ECAS Committee		Incl in							

					above							
				Sub Total	836							
				Rate	£0.40	£0.240	£0.200	£0.050				
				Cash Value of Mileage Claim	£334.40	£	£	£		£100.00		