

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				
01/09/2016	18.30	21.15	Nether Lochaber Community Council	Kinlochleven to Onich (return)	22							
05/09/2016	09.00	13.00	Ward Business Meeting	Kinlochleven to Area office (return)	44							
08/09/2016	07.00	Next day	Highland Council/Highland Council Special Meeting	Kinlochleven to HQ (return)	173					Yes x 2		
12/09/2016	15.00	17.15	Councillor Surgery Fort William	Kinlochleven to Fort William (return)	44							
19/09/2016	12.30	16.30	Buzz Project meeting	Kinlochleven to Caol (return)	50							
21/09/2016	09.00	16.00	Councillor surgery Stontian and Acharacle	Kinlochleven to Acharacle (return)	80							
26/09/2016	20.00	Thurs	South Planning Area Committee/Community & Partnership Committee/Audit & Scrutiny Committee	Kinlochleven to HQ (return)	173					Yes x 3		
				Sub Total	586							
				Rate	£0.40	£0.240	£0.200	£0.050				
				Cash Value of Mileage Claim	£234.40	£	£	£				