

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				
03/10/2016	17.30	Next day	Morvern Community Council Meeting	Kinlochleven to Lochaline (return)	88							
05/10/2016	09.00	12.00	Buzz Project Meeting	Kinlochleven to Caol (return)	50							
06/10/2016	09.00	15.00	Councillor Surgery Kilchoan	Kinlochleven to Kilchoan (return)	104							
07/10/2016	09.00	18.00	Meeting with William Gilfillan	Kinlochleven to HQ (return)	173							
10/10/2016	15.00	Next day	Councillor Surgery Fort William/West Ardnamurchan Community Council	Kinlochleven to Fort William to Kilchoan to Kinlochleven	122							
11/10/2016	16.30	Next day	Ardnamurchan Lighthouse Trust	Kinlochleven to Kilchoan to Strontian to Lochaline to Kinlochleven	142							
12/10/2016		16.30	Councillor Surgery Lochaline	Included above								
18/10/2016	10.30	13.30	A82 Meeting with Transport Scotland/Kate Forbes MSP	Kinlochleven to Onich (return)	22							
19/10/2016	09.00	15.00	Lochaber Area Committee	Kinlochleven to Area (return)	44							
21/10/2016	09.30	12.45	Creag Mhor Cemetery meeting with community representatives	Kinlochleven to Onich (return)	22							
25/10/2016	13.00	Next day	School Management seminar	Kinlochleven to HQ (return)	173							
26/10/2016		18.30	ECAS Committee	Included above						Yes		
27/10/2016	07.00	Next day	Highland Council meeting	Kinlochleven to HQ (return)	173					Yes		

				Sub Total	1113							
				Rate	£0.40	£0.240	£0.200	£0.050				
				Cash Value of Mileage Claim	£445.20	£	£	£				