

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				
01/11/2016	18.30	21.30	Ballachulish Community Council	Kinlochleven to Ballachulish (return)	16							
02/11/2016	07.00	17.30	Planning, Development and Infrastructure Committee	Kinlochleven to HQ (return)	173					Yes		
03/11/2016	07.00	17.30	Community Services Committee	Kinlochleven to HQ (return)	173					Yes		
10/11/2016	09.00	12.00	Councillor Surgery	Kinlochleven to Strontian (return)	56							
10/11/2016	18.00	21.45	Sunart Community Council/Ardgour Community Council	Kinlochleven to Strontian to Ardgour to Kinlochleven	57							
14/11/2016	14.45	17.15	Councillor Surgery	Kinlochleven to Area office (return)	44							
14/11/2016	18.30	20.45	Duror and Kentallen Community Council	Kinlochleven to Duror (return)	30							
16/11/2016	10.00	15.00	Councillor Surgery/Meeting with Mr Macrae (Acharacle)	Kinlochleven to Kilchoan (via Acharacle on return)	110							
17/11/2016	12.30	18.00	West Highland Museum Trustees/Meeting with LHA and Mr Jenner	Kinlochleven to Banavie (return)	50							
18/11/2016	06.30	18.00	Special ECAS Committee	Kinlochleven to Area (return)	173					Yes		
24/11/2016	07.00	18.00	Audit & Scrutiny Committee	Kinlochleven to HQ (return)	173					Yes		
25/11/2016	18.30	21.00	Public meeting Ballachulish – Croft Road Development	Kinlochleven to Ballachulish	16							

				(return)								
28/11/2016	09.15	12.30	Ward Business Meeting	Kinlochleven to Ballachulish (return)	16							
30/11/2016	10.00	15.30	Councillor Surgery	Kinlochleven to Lochaline (return)	88							
				Sub Total	1175							
				Rate	£0.40	£0.240	£0.200	£0.050				
				Cash Value of Mileage Claim	£470.00	£	£	£				