

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				
01/12/2016	18.30	21.30	Nether Lochaber Community Council	Kinlochleven to Onich (return)	22							
05/12/2016	17.00	Next Day	Morvern Community Council	Kinlochleven to Locahline, via Strontian (return)	96							
06/12/2016	18.30	21.30	Ballachulish Community Council	Kinlochleven to Ballachulish (return)	16							
07/12/2016	12.00	18.00	Community Services Special Committee Meeting (via video conference from area office)	Kinlochleven to Area office (return)	44							
08/12/2016	07.00	20.00	Community & Partnership Committee/City Region Deal Scrutiny Board	Kinlochleven to HQ (return)	173					Yes		
12/12/2016	08.45	13.00	Ward Business Meeting	Kinlochleven to Area office (return)	44							
12/12/2016	15.00	17.15	Councillor Surgery	Kinlochleven to Area office (return)	44							
12/12/2016	18.30	20.45	Duror and Kentallen Community Council	Kinlochleven to Duror (return)	30							
13/12/2016	16.00	Next day	Acharacle Community Council	Kinlochleven to Acharacle (return)	80							
15/12/2016	06.30	20.30	Highland Full Council	Kinlochleven to HQ (return)	173					Yes		
				Sub Total	722							
				Rate	£0.40	£0.240	£0.200	£0.050				
				Cash Value of Mileage Claim	£288.80	£	£	£				

