

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				
15/01/2017	18.30	20.30	Launch of Nether Lochaber Community Association	Kinlochleven to Onich (return)	22							
17/01/2017	07:00	17:00	Southern Planning Area Committee	Kinlochleven to HQ (return)	173					Yes		
19/01/2017	09:00	15:00	Lochaber Area Committee	Kinlochleven to Area office (return)	44							
23/01/2017	08:15	13:30	Ward business meeting	Kinlochleven to Area office (return)	44							
24/01/2017	14:15	16:30	Meeting with John Hutchinson to discuss land ownership	Kinlochleven to Fort William	44							
25/01/2017	13:00	14:30	Meeting with Mrs Robertson to discuss Old Town road	Kinlochleven to Onich (return)	22							
26/01/2017	07:00	18:45	ECAS Committee	Kinlochleven to HQ (return)	173							
				Sub Total	522							
				Rate	£0.40	£0.240	£0.200	£0.050				
				Cash Value of Mileage Claim	£208.80	£	£	£				