

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				
01/04/2016	09:30	11:30	Meeting with Kate Forbes to discuss ward issues including A82/Broadband	Kinlochleven to Glencoe (return)	14							
10/04/2016	19:30	Next Day	Southern Planning Area Committee (site visit)	Kinlochleven to HQ (return)	173					Yes		
12/04/2016	07:30	19:00	Southern Planning Area Committee	Kinlochleven to HQ (return)	173					Yes		
18/04/2016	08:30	14:30	Ward Business Meeting	Kinlochleven to Area (return)	44							
19/04/2016	18:15	22:00	Meeting with For Lochaber to discuss Commission for Local Democracy	Kinlochleven to Fort William (return)	44							
20/04/2016	08:30	17:30	Councillor surgery in Strontian and Acharacle	Kinlochleven to Acharacle (return)	80							
21/04/2016	13:00	20:00	Drimnatorran Steering Group/Visit to Gortfern to check planning conditions	Kinlochleven to Ardtoe (return)	90							
26/04/2016	07:30	15:00	Community Services Committee Opposition Briefing	Kinlochleven to HQ (return)	173							
28/04/2016	07:30	19:30	Community Services Committee	Kinlochleven to HQ (return)	173					Yes		
				Sub Total	964							
				Rate	£0.40	£0.240	£0.200	£0.050				
				Cash Value of Mileage Claim	£385.60	£	£	£		+		