

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				
02/05/2016	17.00	Next day	Morvern Community Council	Kinlochleven to Lochaline (return, with overnight accommodation)	88					40.00		
03/05/2016	15.00	22.00	East Lochaber Community Trust/Balachulish Community Council	Kinlochleven to Claggan to Ballachulish to Kinlochleven	46							
05/05/2016	12.00	16.30	Visit to Achraacle Primary School – sports pitch and UN team	Kinlochleven to Acharacle (return)	80							
09/05/2016	08.30	13.15	Ward Business Meeting	Kinlochleven to Area (return)	44							
	14.50	17.15	Councillor Surgery	Kinlochleven to Fort William (return)	44							
	18.30	21.100	Duror and Kentallen Community Council	Kinlochleven to Duror (return)	30							
11/05/2016	07.00	17.30	PDI Committee	Kinlochleven to HQ (return)	173						YES	
12/05/2016	07:30	19.30	Highland Council	Kinlochleven to HQ (return)	173						YES	
16/05/2016	15.00	19.00	East Lochaber Community Trust	Kinlochleven to Claggan (return)	47							
17/05/2016	07.00	21.45	Southern Planning Committee/Glencoe Development Plan meeting	Kinlochleven to HQ to Glencoe to Kinlochleven	173						YES	
19/05/3016	10.15	15.00	Councillor Surgery Lochaline	Kinlochleven to Lochaline (return)	88							
20/05/2016	15.00	18.30	East Lochaber Community Trust	Kinlochleven to Claggan (return)	47							

23/05/2016	08.30	13.15	Ward Business Meeting	Kinlochleven to Area (return)	44							
	15.30	18.30	Citizenship Ceremony	Kinlochleven to Area (return)	44							
24/06/2016	16.30	18.30	Lochaber Community Partnership Drop-in	Kinlochleven to Ballachulish (return)	16							
25/05/2016	18.00	22.200	East Lochaber Community Trust	Kinlochleven to Claggan (return)	47							
26/05/2016	13.30	19.00	West Highland Museum Trustees and AGM	Kinlochleven to Area (return)	44							
31/05/2016	14.00	15.30	Glen Etive meeting to discuss wild camping	Kinlochleven to Glencoe Visitors Centre (return)	16							
	18.30	21.00	Glencoe and Glen Etive Community Council	Kinlochleven to Glencoe (return)	14							
				Sub Total	1258							
				Rate	£0.40	£0.240	£0.200	£0.050				
				Cash Value of Mileage Claim	£503.20	£	£	£			£40.00	