

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				
11/07/2016	14.45	18.00	Councillor surgeries – Fort William and Kinlochleven	Kinlochleven to area office (return)	44							
	18.15	21.30	East Lochaber Community Trust Public meeting Inverlochy	Kinlochleven to Inverlochy (return)	47							
12/07/2016	10.00	19.00	Redesign Board/Workshop	Kinlochleven to HQ (return)	173							
13/07/2016	18.00	22.15	East Lochaber Community Trust Public meetings in Caol and Corpach	Kinlochleven to Corpach (return)	52							
14/07/2016	08.30	15.00	Meeting with Rio Tinto Alcan to discuss land estates	Kinlochleven to Fort William (return)	44							
15/07/2016	08.00	13.30	Meeting with HIE/ELLCT to discuss land ownership	Kinlochleven to Fort William (return)	44							
18/07/2016	15.30	19.00	Deliver councillor surgery posters in Lochaline area	Kinlochleven to Lochaline (return)	88							
19/07/2016	13.00	18.00	LEADER Panel meeting	Kinlochleven to Area (return)	44							
21/07/2016	09.00	16.00	Councillor Surgery in Lochaline/LDAP site visit Glencoe	Kinlochleven to Lochaline to Glencoe to Kinlochleven	90							
26/07/2016	07.30	21.45	Meeting with Ivor Souter (HQ)/Redesign Board Workshop (HQ)/Glencoe Community Council	Kinlochleven to HQ to Glencoe to Kinlochleven	175							
				Sub Total	801							

				Rate	£0.40	£0.240	£0.200	£0.050				
				Cash Value of Mileage Claim	£320.40	£	£	£				