

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				
02/03/2017	18.30	21.00	Nether Lochaber Community Council	Kinlochleven to Onich (return)	25							
06/03/2017	17.00	Next Day	Morvern Community Council (including overnight stay)	Kinlochleven to Drimnin to Strontian to Kinlochleven	114							
07/03/2017	17.30	Next day	Acharacle Community Council (including overnight stay)	Kinlochleven to Acharacle (return)	80							
09/03/2017	07.00	20.30	Highland Council Full Meeting	Kinlochleven to HQ (return)	173					YES		
11/03/2017	14.00	18.00	Strontian Community School Building meeting	Kinlochleven to Strontian (Return)	59							
13/03/2017	14.45	17.15	Councillor surgery	Kinlochleven to Area (return)	44							
13/03/2017	18.30	21.00	Duror and Kentallen Community Council	Kinlochleven to Duror (return)	32							
29/03/2017	09.30	11.30	Meeting with constituent to discuss A82 collapsed drains	Kinlochleven to Onich (return)	25							
29/03/2017	13.00	17.00	Buzz Project meeting	Kinlochleven to Caol (return)	49							
31/03/2017	09.00	13.00	Buzz Project meeting	Kinlochleven to Caol (return)	49							
				Sub Total	650							
				Rate	£0.40	£0.240	£0.200	£0.050				
				Cash Value of Mileage Claim	£260.00	£	£	£				