

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				
04/04/2017	09.00	Next day	Councillor surgery – Strontian/Acharacle/Acharacle Community Council (overnight stay Kilchoan House Hotel)	Kinlochleven to Strontian to Acharacle to Kilchoan	62					70.00		
05/04/2017	Previous Day	18.30	Councillor surgery – Kilchoan and Lochaline	Kilchoan to Lochaline to Kinlochleven	94							
06/04/2017	18.30	21.15	Nether Lochaber Community Council	Kinlochleven to Onich (return)	25							
10/04/2017	14.30	17.30	Council Surgery Fort William	Kinlochleven to Area (Return)	44							
	18.30	21.30	Duror & Kentallen Community Council	Kinlochleven to Duror (return)	32							
18/04/2017	13.00	17.00	Ward Business Meeting	Kinlochleven to Area (Return)	44							
20/04/2017	18.30	22.00	Association of South Lochaber Community Councils	Kinlochleven to Ballachulish (return)	16							
25/04/2017	17.30	21.30	East Lochaber & Laggan Communtiy Trust	Kinlochleven to Area (return)	44							
26/04/2017	09.00	14.00	Nevis Partnership Director Induction	Kinlochleven to Claggan	48							
				Sub Total	409							
				Rate	£0.40	£0.240	£0.200	£0.050				
				Cash Value of Mileage Claim	£163.60	£	£	£				