

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				
02/05/2017	18.30	21.45	Ballachulish Community Council	Kinlochleven to Ballachulish (Return)	16							
09/05/2017	07.00	18.30	Independent Group Meeting	Kinlochleven to HQ (Return)	173							
11/05/2017	17.30	23.00	Sunart Community Council/Ardgour Community Council	Kinlochleven to Strontian to Treslaig to Kinlochleven (via Kinlocheil after last ferry)	97							
18/05/2017	07.00	18.00	Highland Council	Kinlochleven to HQ (Return)	173					YES		
19/05/2017	13.00	17.30	Ward Business Meeting	Kinlochleven to Area (Return)	44							
23/05/2017	09.30	17.00	Lochaber Transport Forum/Claggan Estate Walakbout	Kinlochleven to Area (Return)	44							
24/05/2017	15.00	18.00	Meeting with Ward Manager	Kinlochleven to Area (Return)	44							
25/05/2017	13.00	19.00	West Highland Museum Trustees Meeting and AGM	Kinlochleven to Area (return)	44							
				Sub Total	635							
				Rate	£0.40	£0.240	£0.200	£0.050				
				Cash Value of Mileage Claim	£254.00	£	£	£				