Journey Details												
Date	Time of Departure	Time of Arrival	Detailed Description of Approved Duty	Expense Items or Details of Journey	Car and Van Mileage	Motorcycle Mileage	Bicycle Mileage	Name & Passenger Mileage	Subsistence	Accommodation Details	Other Travel etc.	Other Expenses
24/03/21	9.30AM	9.55AM	MEET DUNCAN MORRISON -FLOODING ISSUE	DISEL FUEL -HAWICK -SOUTHDEAN -HAWICK	21							
05/05/21	09.00AM-	09.25AM	MEET FIONA MORRISON -MINTO CHURCH	DIESEL FUEL -HAWICK TO MINTO -HAWICK	12							
28/06/21	2.30PM	3.00PM	HAND IN LAPTOP FOR UPGRADE	DIESEL FUEL - HAWICK -HQ- HAWICK	38							
29/06/21	2.30PM	3.00PM	COLLECT LAPTOP FROM HQ	DIESEL FUEL -HAWICK -HQ -HAWICK	38							
				Total	109							