| 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 |
| 11/05/22 | 9.30 | 14.30 | Members' induction with officers | Home - HQ - Home | 22 | | | | | | | |
| 11/05/22 | 18.00 | 20.00 | Galashiels Community Council meeting | Home - Focus Centre - Home | 7 | | | | | | | |
| 12/05/22 | 11.30 | 15.30 | Members' induction with officers | Home - HQ - Home | 22 | | | | | | | |
| 16/05/22 | 12.00 | 16.00 | Members' induction with officers | Home - HQ - Home | 22 | | | | | | | |
| 17/05/22 | 12.00 | 15.30 | Members' induction with officers | Home - HQ - Home | 22 | | | | | | | |
| 24/05/22 | 10.00 | 11.30 | Meeting with manager of TD1 Youth Hub | Home - Ladhope Vale, Galashiels - Home | 7 | | | | | | | |
| 26/05/22 | 08.45 | 12.00 | Full Council meeting | Home - HQ - Home | 22 | | | | | | | |
| 27/05/22 | 14.00 | 15.20 | Event with SBHA re Croft Street Masterplan | Home - Galabank Street - Home | 8 | | | | | | £1 parking | |
| 31/05/22 | 09.00 | 13.00 | Ministerial Visit to Tapestry building | Home - High Street car park, Galashiels - Home | 7 | | | | | | | |
| 08/06/22 | 18.30 | 21.00 | Heriot Community Council | Home - Heriot - Home | 30 | | | | | | | |
| | | | | **Total** | 169 miles | | | | | | £1 | |