

Journey Details		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
Date	Time of Departure										
09/08/22	08:40	09:00	Press event for exam results at Galashiels Academy	Clovenfords - Galashiels Academy - Clovenfords	8						
24/08/22	19:00	19:30	Heriot Community Council	Clovenfords - Heriot - Clovenfords	32						
25/08/22	08:45	09:15	Full Council meeting	Clovenfords - Council HQ - Clovenfords	22						
25/08/22	10:00	10:30	Meeting with Karen Farquhar to set up iPad	Clovenfords - Council HQ - Clovenfords	22						
25/08/22	18:00	18:20	Galashiels Academy Parent Council meeting	Clovenfords - Galashiels Academy - Clovenfords	8						
01/09/22	18:40	19:00	Focus Centre committee meeting	Clovenfords - Focus Centre - Clovenfords	7						
07/09/22	18:00	18:30	Galashiels Community Council meeting	Clovenfords - Focus Centre - Clovenfords	7						
				<b>Total</b>	106						