

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	Time of Arrival										
27/10/22	8.45	9.15	Full Council meeting	Clovenfords - HQ - Clovenfords	22							
02/11/22	12.15	12.30	Pavilion Cinema centenary event	Clovenfords - Galashiels - Clovenfords	8							
02/11/22	18.00	18.20	Galashiels Community Council	Clovenfords - Focus Centre - Clovenfords	7							
04/11/22	09.45	10.00	Digital Security training with CGI	Clovenfords - Tweedbank - Clovenfords	13							
06/11/22	09.45	10.00	Meet with community garden group at Focus Centre	Clovenfords - Focus Centre - Clovenfords	7							
Total					57							