

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.	Ex
Date	Time of Departure / Time of Arrival										
✓ 14/12	930 1000	Police/FIR	CAVERS → SBC RETURN	32							
✓ 15/12	1000	Members Budget	CAVERS → SBC RETURN	32							
✓ 18/12	900	CEO	CAVERS → SBC RETURN	32							
✓ 23/12	1000	LAB	CAVERS → SBC RETURN	32							
✓ 23/12	1800	CLUB SPORTS ROX	CAVERS → JED RETURN	18							
✓ 27/12	1000	LICENSING	CAVERS → SBC RETURN	32							
✓ 26/12	1000	SBC	CAVERS → SBC RETURN	32							
✓ 30/12	0900	LIVERBORDERS	CAVERS → GATA RETURN	40						CAR PARKING 5.00	
✓ 9/12	1000	SITE VISIT OXNAN	CAVERS → OXNAN RETURN	36							
✓ 15/12	1030	SITE VISIT KELSO	CAVERS → STIKHILL RETURN	46							
✓ 16/12	1000	SBC	CAVERS → SBC RETURN	32							
✓ 20/12	1500	LRB SBC	CAVERS → SBC RETURN	32							
✓ 23/12	1000	SBC	CAVERS → SBC RETURN	32							
✓ 24/12	1000	SBC (LICENSING)	CAVERS → SBC RETURN	32							
				Total	460						

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