

Journey Details		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
Date													
090822	1800	1900	Attend Newcastle CC meeting	Hawick to Newcastle (rt)	40								
100822	0900	1000	Cross party working group from HQ office	Hawick to HQ (rt)	34								
160822	0900	1000	Exec meeting and APWG from HQ office	Hawick to HQ (rt)	34								
190822	0830	0900	Meeting Jill Moffat and Douglas Scott reception	Hawick to HQ (rt)	34								
230822	0900	1000	Meeting Mark Williamson and Iain Davidson	Hawick to HQ (rt)	34								
240822	1800	1900	Meeting Upper Hermitage CC	Hawick to Hermitage (rt)	30								
250822	0900	1000	Attend full council meeting	Hawick to HQ (rt)	34								
300822	0800	0900	Meeting David Robertson and HR issues	Hawick to HQ (rt)	34								
Total						274							