| 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 |
| 12/9/22 | 0930 | 1200 | Attending St. Giiles, Edinburgh re service for HM Queen Elizabeth | Train journey from Tweedbank to Edinburgh | | | | | | | 12.69 | |
| 12/9/22 | 1930 | 2100 | ding St. Giles, Edinburgh re service fcr HM Queen Elizabeth | Train journey from Edinburgh to Tweedbank | | | | | | | 12.69 | |
| | | | | **Total** | | | | | | | 25.38 | |