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
2.12.22	1230	1330	Attended Borders College awards ceremony at Springwood Park, Kelso	Hawick to Springwood Park, Kelso (rtn)	46							
5.12.22	1800	1900	Attend Upper Liddesdale and Hermitage CC	Hawick to Hermitage (rtn)	30							
6.12.22	0930	1000	Attend Executive and Admin Policy meetings at HQ	Hawick to HQ (rtn)	34							
8.12.22	0900	1000	Meeting officers at HQ - Conveners cards etc	Hawick to HQ(rtn)	34							
15.12.22	0800	0830	Full Council meeting at HQ	Hawick to HQ (rtn)	34							
17.12.22	0930	1030	100 year birthday presentation at Galahouse - Mrs Falconer	Hawick to Galashiels (rtn)	40							
20.12.22	0830	0930	Meeting at Inspire Learning Tweedbank	Hawick to Tweedbank (rtn)	38							
				Total	256							