

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										
12/7	9:00	9:25	Council Meeting	Home – SBC HQ (return)	18 Miles							
14/7	10:00	10:25	Leader meeting with Colin McGrath	Home – SBC HQ (return)	18 miles							
14/7	17:00	17:30	Earlston Community Conversations	Home – Earlston (return)	22 Miles							
21/7	9:30	9:50	Leader meeting with QME Chief Exec	Home – SBC HQ (return)	18 miles							
26/7	16:45	17:40	Duns Community Conversations	Home – Duns (Return)	58 Miles							
28/7	16:45	17:25	Hawick Community Conversations	Home – Hawick (Return)	38 Miles							
30/7	11:00	11:40	Meet The Politicians event	Home – Kelso (return)	40 Miles							
2/8	16:40	17:55	Eyemouth Community Conversations	Home – Eyemouth (Return)	86 Miles							
4/8	9:20	9:45	Private Meeting	Home – SBC HQ (return)	18 Miles							
9/8	17:00	17:45	Jedburgh Community Conversations	Home – Jedburgh (return)	38 Miles							
11/8	8:45	9:15	Youth Borders Meeting	Home – Tweed Horizons (Return)	20 Miles							
11/8	17:00	17:30	Tweeddale East Ward Community Conversations	Home – Innerleithen (Return)	22 Miles							
16/8	9:20	9:40	Executive Meeting Kelso Community Conversations	Home – SBC HQ SBC HQ – Kelso Kelso - Home	9 Miles 16 Miles 24 Miles							
23/8	10:00	10:30	Meeting Gala CC and Craig Blackie	Home – SBC HQ (return)	18 Miles							
25/8	8:45	9:05	Full Council	Home – SBC HQ (return)	18 Miles							
30/8	8:45	9:05	Meeting Scottish Water	Home – SBC HQ (return)	18 Miles							
Total					499 miles							