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.
1/8/22	0800	1200	PLANNING COMMITTEE	WEST LINTON → HQ → WEST LINTON	82						
				Total							