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.	
Dec 15/12/22	0830	1600	VISIT/MEETING @ SBC HQ	WEST LINTON → NEWTOWN ST BOSWELLS → WEST LINTON.	82							
				Total	82							