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
09/05/22	18.30	20.45	Clovenfords Community Council	Travel from Innerleithen to Caddonfoot & return	16							
11/05/22	09.00	17.00	Induction meeting & collect IT Equipment	Travel from Innerleithen to council HQ & return	40							
12/05/22	12.10	16.30	Induction meeting	Travel from Innerleithen to council HQ & return	40							
16/05/22	12.10	16.30	Induction meeting	Travel from Innerleithen to council HQ & return	40							
26/05/22	08.30	13.15	Full Council Meeting	Travel from Innerleithen to council HQ & return	40							
18/05/22	18.35	20.45	Walkerburn Community Council	Travel from Innerleithen to Walkerburn & return	4							
				Total	180							