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
09/01	8.30	9.15	To Council HQ	Planning mtg	74							
16/01	1.00	1.20	To Dovecote Peebles	Mtg with residents re garden and finding	20							
18/01	7.45	8.50	To Council HQ	CE interviews	74							
23/01	8.30	9.15	To council HQ	Planning mtg	74							
26/01	8.30	9.20	To Council HQ	Full counckil mtg	74							
[redacted]												
				Total	[redacted]							

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