

Where I am claiming mileage expenses, I have a valid licence and appropriate motor insurance, which covers my vehicle being used for business purposes.

This calculation should be entered by calculating the number of miles travelled multiplied by the number of passengers
 e.g. 2 passengers times 30 miles = 60 passenger miles.

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SUBSISTENCE
 Subsistence relates to overnight accommodation and meals. With the exception of the allowance provided for by regulation 4(4) of the Allowances and Expenses Regulations, only receipted costs will be reimbursed to the prescribed maximum levels when council business was required to be conducted outwith a Councillor's own ward, or outwith Council premises, or otherwise in accordance with Schedule 2 to the Local Governance (Scotland) Act 2004 (Allowances and Expenses) Regulations 2007 (SS2007/108) as amended.

ACCOMMODATION DETAILS
 This column related to claims for overnight accommodation with friends and family. These must include the address of the accommodation and the name(s) of the friends or family with whom you stayed.

OTHER TRAVEL EXPENSES
 This column should be used to record claims for public transport, taxi and air fares and any other allowable expenses for which a receipt is available.

OTHER EXPENSES
 This column should be used for reimbursement of other receipted allowable expenditure.

Journey Details				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	Detailed Description of Approved Duty	Expense Items or Details of Journey							
08/06/23			Attending Hawick town hall	Home to Hawick to Home	10			Common Riding			
12/06/23			LRB Site visit	Home to Auchencrow to SBC to Home	105						
12/06/23			Hawick CC	Home to Hawick to home	10						
13/06/23			APWS	Home to SBC to home	36						
13/06/23			Newcastleton CC	Home to Newcastleton to home	52						
15/06/23			Planning	Home SBC to home	36						
15/06/23			SBHA Meeting	Home to Hawick to Home	10						
16/06/23			Hawick High School 98 Grad.	Home High school Hawick home	12						
19/06/23			LRB meeting	Home to SBC to home	36						
22/06/22			Teviothead visit memorial garden	Home Teviothead to home	28						
25/06/23			Hawick CC	Home to Hawick to home	10						
27/06/23			Admin group	Home to SBC to home	36						
28/06/23			Conor Price Flood protection	Home to Hawick to home	10						
29/06/23			SBC meeting	Home to SBC to home	36						
29/06/23			Energie Kontor	Home to SBC to home	36						
29/06/23			LRB site visits	Home to Bothwell Court In Home!	12						
17/07/23			LRB Meeting	Home to SBC to home	36						
18/07/23			LRB site visit	Home West Linton to home	108						
21/06/23			Place planning Evergreen Hall	Home to Hack to home	10						
22/06/23			CAB Galashiels	Home to Galashiels to home	52						
				Total							