| 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 |
| 6.11.23 | 1900 | 2100 | Attend Upper Teviot and Borthwick Water CC | Hawick to Roberton (rtn) | 10 | | | | | | | |
| 13.11.23 | 1000 | 1400 | Independent meeting with CEO at HQ | Hawick to HQ (rtn) | 34 | | | | | | | |
| 14.11.23 | 0630 | 2330 | Attend Levelling up event at 10 Downing Street, London | Hawick to Edinburgh Airport (rtn) | 117 | | | | | | | |
| 14.11.23 | 0630 | 2330 | Car parking at Edinburgh airport regarding attending event at Downing Street | Car parking charge, Edinburgh airport | | | | | | | | 65 |
| 21.11.23 | 0830 | 0930 | Meeting officers at HQ and collection of Council reports | Hawick to HQ (rtn) | 34 | | | | | | | |
| 23.11.23 | 0800 | 1430 | Full Council meeting at HQ | Hawick to HQ (rtn) | 34 | | | | | | | |
| 28.11.23 | 1300 | 1500 | Review of Conveners Christmas card competition | Hawick to Bridgelands, Selkirk (rtn) | 30 | | | | | | | |
| | | | | **Total** | 259 | | | | | | | 65 |