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
28.06.24			Lauder Primary School Site Visit	Tweedbamk to Lauder and Lauder to Tweedbank	31							
19.07.24			IT Expenses	Case and screen protector from I-phone and case for I-pad								183.90
				Total	31							183.90