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
7/4/21			Meeting with Scott Learmonth re flooding	Home - Stichill - Home	25							
20/5/21			Site meeting with Brian Young & ward councillors re parking in Square	Home - Kelso - HQ - Home	46							
			Taking laptop to HQ for upgrade									
21/5/21			Collecting laptop from HQ	Home - HQ - Home	43							
11/05				Stationery for printer: 2500 sheets of paper								16.67
				Total	114							16.67