| 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 |
| 2/11 | | | Sprouston CC | Home - Sprouston- Home | 21 | | | | | | | |
| 9/11 | | | Kelso CC | Home - Kelso- Home | 18 | | | | | | | |
| 10/11 | | | Pensions procurement sub-committee | Home - Tweedbank - Home | 49 | | | | | | | |
| | | | ditto | Tweedbank - Edinburgh rail ticket | | | | | | | 12.20 | |
| 11/11 | | | Baillie Gifford Pensions training & dinner | Return Taxi (4 people) to Melrose | | | | | | | 100.00 | |
| 14/11 | | | Remembrance service | Home - Kelso - Home | 18 | | | | | | | |
| 16/11 | | | Kalewater CC | Home - Morebattle - Home | 7 | | | | | | | |
| 18/11 | | | Planning site meeting (slipperfields) | Home- West Linton - Home | 133 | | | | | | | |
| | | | Army Engagement Team | Home - Kelso - Home | 18 | | | | | | | |
| 29/11 | | | Kelso & District Amenity Society | Home - Kelso - Home | 18 | | | | | | | |
| 30/11 | | | Yetholm CC | Home - Yetholm - Home | 3 | | | | | | | |
| | | | | **Total** | 285 | | | | | | 112.20 | |