| 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 |
| 8/3/2022 | | | Kelso CC | Home - Kelso- Home | 18 | | | | | | | |
| 9/3 | | | Kelso Christmas Lights committee | Home - Kelso- Home | 18 | | | | | | | |
| 15/3 | | | Kalewater CC | Home - Morebattle - Home | 7 | | | | | | | |
| 29/3 | | | Yetholm CC | Home - Yetholm - Home | 3 | | | | | | | |
| 12/4 | | | Kelso CC | Home - Kelso- Home | 18 | | | | | | | |
| 15/4 | | | Collect LRB papers | Home - HQ -Home | 43 | | | | | | | |
| 19/4 | | | Sprouston CC | Home - Sprouston - Home | 21 | | | | | | | |
| 26/4 | | | Inspect Morebattle toilets with Steven Drummond | Home - Morebattle - Home | 7 | | | | | | | |
| 4/5 | | | Collect personal items from Group room | Home-HQ-Home | 43 | | | | | | | |
| | | | | **Total** | 178 | | | | | | | |