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
1/6/21		AM	LAP TOP UP GRADE	CAVERS >> SBC	28							
2/6/21		AM	LAP TOP UP GRADE	CAVERS >> SBC	28							
21/6/21	KAREN FARGUHAR		I PAD RESET	CAVERS >> SBC	28							
22/6/21	KAREN		I PAD RESET	CAVERS >> SBC	28							
24/6/21		PM	LRD SITE VISIT	CAVERS >> ANCRUM	20							
30/6/21		PM	SOUTH DEAN CC	CAVERS >> SOUTH DEAN	21							
25/8/21		PM	SOUTH DEAN CC	CAVERS >> SOUTH DEAN	21							
				Total	174.							