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
22/9	5:30PM	5:4PM	Inspire Learning Launch (VIPs)	Home – Tweedbank (Return)	8 Miles							
27/9	12:30pm	1pm	Meeting with SOSE Inspire Learning Launch(Teachers)	Home –SBC HQ SBC HQ – Tweedbank Tweedbank - Home	9 Miles 5 miles 4 Miles							
4/10	9am	9:45m	Executive Committee Meet the Buyers Event	Home –SBC HQ SBC HQ – Selkirk Selkirk - Home	9 Miles 11 Miles 8 Miles							
18/10	9:30am	9:55am	Meeting Director Public Health	Home – SBC (return)	18 Miles							
27/10	7:45am	8:15am	Full Council	Home – SBC (Return)	18 Miles							
31/10	9am	9:30am	Meeting SBC	Home – SBC (Return)	18 Miles							
4/11	8:30am	8:55am	Sports Strategy Meeting CGI opening	Home – SBC SBC – Tweedbank Tweedbank – Home	9 Miles 5 Miles 4 Miles							
				Total	126 miles							