| Journey Details |  |  | Detailed Description of Approved Duty | Expense Items or Details of Journey | Car and Van Mileage | Motorcycle Mileage | Bicycle Mileage | Name \& Passenger Mileage | Subsistence | $\begin{gathered} \text { Accommodation } \\ \text { Details } \end{gathered}$ | Other Travel etc. | Other Expenses |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Date | Time of Departure | Time of Arrival |  |  |  |  |  |  |  |  |  |  |
| 12.02.23 |  |  | Ward Site Visit with Officers - Ruth Parker Driver | Tweedbank - Melrose - Earlston - Lauder - Oxton - <br> Tweedbank | 42 |  |  |  |  |  |  |  |
| 07.03.23 |  |  | Walkerburn Pump Track Site Visit with Officers Ruth Parker Driver | Tweedbank - Walkerburn - Tweedbank | 24 |  |  |  |  |  |  |  |
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|  |  |  |  | Total | 66 |  |  |  |  |  |  |  |

