| Journey Details |  |  | Detailed Description of Approved Duty | Expense Items or Details of Journey | Car and Van Mileage | Motorcycle Mileage | Bicycle Mileage | $\begin{gathered} \text { Name \& } \\ \text { Passenger } \\ \text { Mileage } \\ \hline \end{gathered}$ | Subsistence | $\begin{gathered} \text { Accommodation } \\ \text { Details } \end{gathered}$ | Other Travel etc. | $\begin{gathered}\text { Other } \\ \text { Expenses }\end{gathered}$ |
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| Date | Time of Departure | Time of Arrival |  |  |  |  |  |  |  |  |  |  |
| 30/3/23 | 8 am | 8.45am | Full Council meeting | Home to SBC HQ return | 38 |  |  |  |  |  |  |  |
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