Mileage Expense Claim Form

Date: _____

Name: _____

Vehicle Reg: _____

Petrol ☐

Diesel ☐

Engine Size

1400cc or less ☐

1401cc to 2000cc ☐

Over 2000cc ☐

Date	From / To	Purpose of Journey	No. of Passengers	Tolls £ Parking £	Miles
/ /					
/ /					
/ /					
/ /					
/ /					
/ /					
/ /					
/ /					
/ /					
/ /					
/ /					
/ /					
/ /					
/ /					

Continue overleaf if necessary

Total Miles

Total Passenger Miles

Mileage this Year b/f

Miles: < 10,000 | > 10,000

Mileage this Month

Mileage this Year c/f

x

Passenger Rate: 5p

Mileage Rate: x < 10,000 | x > 10,000

=

Amount Due: _____ + _____ + _____ _____

Passengers *Tolls/Parking* *Miles* =

Signature: _____

I confirm the hours claimed are true and accurate

Amount Reimbursed **£**

Please remember to attach your fuel / car park receipts

Date	From / To	Purpose of Journey	No. of Passengers	Tolls £ Parking £	Miles
/ /					
/ /					
/ /					
/ /					
/ /					
/ /					
/ /					
/ /					
/ /					
/ /					
/ /					
/ /					
/ /					
/ /					
/ /					
/ /					
/ /					
/ /					
/ /					
/ /					
/ /					
		Total c/f			

Approved Mileage Rates - how much you can claim per mile

2013-14	First 10,000 Business Miles in the tax year	Each Business Mile over 10,000 in the Tax Year	Additional Allowance per Passenger per Business Mile
Cars & Vans	45p	25p	5p
Motorcycles	24p	24p	-
Bicycles	20p	20p	-