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
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Continue overleaf if necessary

Total Miles

Total Passenger Miles

Miles < 10,000 > 10,000

x x x

Passenger Rate 5p

Mileage Rate

= = =

Amount Due + +

Passengers *Tolls/Parking* *Miles* =

Mileage this Year b/f _____

Mileage this Month _____

Mileage this Year c/f _____

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
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		Total c/f			

HMRC Approved Mileage Rates - anything above this must be reported on a P11D

2016-17	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	-