MILEAGE

Vehicle	
Engine Size	
Fuel Type	
Car Registration	
Business Insurance	

Date	Start Location	Finish Location

<u>Checklist</u>

Do you confirm you have the appropriate class 1 business insurance o Have you deducted all travel regarded as "commuting mileage" betwe Have you included a copy of your journey from Google Maps or other Have you attached fuel receipts with your mileage claim (dated withir

Claimant Signature	
Approver Name	
Approver Signature	

Total business miles claimed since 6 April 2017 Total business miles for this claim Total business miles year to date

Purpose of the Trip	Total Miles	Total Business Miles

Response

n your own vehicle?
en home and permanent workplace?
travel website to support your claim?
1 month of travel)?

Mileage Rate	Claimed (£)