

MILEAGE

Vehicle	
Engine Size	
Fuel Type	
Car Registration	
Business Insurance	

Date	Start Location	Finish Location

Checklist

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

[illegible]