# Mileage claim form

Name: _____ Business: _____

Vehicle / reg: _____ Claim period: _____

Enter each business journey and the agreed rate in £ per mile.

Check journey eligibility and the rate before claiming. Claim (£) = miles × rate.

| Date | From | To | Business purpose | Miles | Rate (£/mile) | Claim (£) |
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| | | | **Total business miles** | | **Total claim (£)** | |

Claimant: _____ Date: _____

Approved by: _____ Date: _____