

MONTHLY CAR MILEAGE RECORD/EXPENSES CLAIM

Name	Month 200...
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Car (s) used	Registration number	Type of car and engine size	Total business mileage
Main car used			
Other car used			

Business Mileage

Date	Nature of business or details of journey	Miles covered
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		
31		
Total Business mileage this month		

Expenses claim

<p>Agreed mileage rate: _____ p/mile (of which _____ p/mile represents fuel)</p> <p>Total Business mileage this month: _____ miles</p> <p>Claim (miles x rate): £ _____</p>
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Statement I certify that this is a true and accurate record of my business mileage this month, using my own car, and that this report/expenses claim represents business mileage only. I enclose VAT receipts to the value of £ _____ to enable you to claim input tax on business fuel (or the business fuel element of the total).

Signature _____ Date _____