

Version: **R1**
 Dated: 01/10/2010

Mileage

Date	Vehicle (Registration)	No of Passengers	Journey Description	Business Miles (Total) (inc home to work miles)	Work Miles (exc home to work miles)	Taxable or Non-Taxable
Totals Brought Forward ➤						
Total						

I have attached valid VAT receipts (please tick box)

In submitting this claim I confirm that:

- for each journey which is the subject of this claim, I was insured to drive the vehicle for business purposes
- the vehicle had a valid vehicle excise disc (tax disc)
- the vehicle was appropriately maintained
- the vehicle had a valid MOT (if required)
- I have either attached appropriate VAT fuel receipts or can provide receipts upon request to cover miles claimed
- I have attached or can provide any other original receipts in relation to expenses (if applicable)

- I have a full valid driving licence and confirm that the mileage allowance and other expenses were incurred by me in connection with my official duties. I have read and understood the Expenses and mileage guidance notes.
- I know that all claims are subject to review and that I may be required to produce at any time valid documents or evidence to support this claim in accordance with the authority's procedure.
- I understand that failure to produce valid documentation, supplying false information or submitting fraudulent claims will result in disciplinary action being taken against me and that the authority may refer any fraudulent claims to the police.

Signature: _____ Date: _____