

### MONTHLY CAR MILEAGE CLAIM FORM

COMPANY NAME: \_\_\_\_\_

STAFF NAME: \_\_\_\_\_

CAR USED: \_\_\_\_\_

CAR CC: \_\_\_\_\_

MONTH/YEAR: \_\_\_\_\_

DATE	FROM	TO	PURPOSE OF JOURNEY	MILES

TOTAL MILEAGE: \_\_\_\_\_

SIGN: \_\_\_\_\_

X RATE: \_\_\_\_\_

TOTAL : £ \_\_\_\_\_

CUMULATIVE MILES FOR TAX YEAR: \_\_\_\_\_

**Note:** In tax year from 1<sup>st</sup> April 2013 to 31<sup>st</sup> March 2015 you can claim at the rate of 45p a mile for the first 10,000 miles and thereafter at 25p a mile.