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 1st April to 31st March you can claim at the rate of 40p a mile for the first 10,000 miles and thereafter at 25p a mile.