

**Mileage  
Claim Form**

**Claim for your business mileage.**

If you're nipping here & there to buy supplies and bits and bobs for the salon then be sure to make a note of your mileage – believe it or not you can claim 45p per mile for the first 10,000 miles you do and 25p for all miles over 10,000.

**Here's the answer ...**

Keep this blank form safe. Then on every trip complete the form and then add it to the expense form monthly and repay yourself.

**Company:**

**Name:**

**Date Range:**

Date	Where	Mileage Start	Mileage Finish	Total Miles

**Total Miles**

**Total Miles \* 0.45 p per mile**