I was asked by my supervisor to update the Mileage Summary sheet. We had a look at the existing form and agreed that it could do with automatically calculating the values rather than having each member of staff work these out. I agreed to add the company logo to the top of the form and make the agreed amendments.

Layout of existing form:

# MILEAGE SUMMARY

Four Weeks Ending:

Name:

Department:

|  |  |  |
| --- | --- | --- |
| **Week Ending** | **Miles @ £0. per mile** | **Miles @ £0. per mile** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Total |  |  |  |  |

 Under 1600 cc Over 1600 cc

First 120 miles per week £0.45 per mile £0.50 per mile

Additional miles per week £0.25 per mile £0.30 per mile

## Guidance on home to placement and placement to home travel

Staff who have been approved to travel directly from home to placement and /or to travel directly from placement to home should calculate their mileage for these journeys as follows:

1. calculate the actual number of miles from home to placement / placement to home

2. calculate the number of miles from placement to main place of work

Claim the LESSER of the two figures

## Confirmation by Mileage Claimant

I can confirm that my vehicle remains insured for use in connection with my business or profession, roadworthy, fit for its purpose, and continues to have a current “Vehicle Tax” and, if required, a current MOT Certificate.

I confirm that I hold a valid UK car driving licence and I am not disqualified from driving.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

I started by adding a header to the document by clicking on the Insert menu and choosing Header then selecting Edit Header. I then clicked on Insert and this time selected Picture and navigated to the location of my company logo, selected this and inserted it in the Header. The next thing I did was to wrap the text so that the heading Mileage Summary would appear aligned roughly with the centre of the logo by clicking on wrap text and selecting the through option. I then changed the font style to Century Gothic, adjusted the size to 18 and then centred the heading of Mileage Summary.

I clicked into the main section of the document and deleted the Mileage Summary text. Then I added the mileage amounts of 0.45 and 0.25 to the form. I then added a decimal tab to the mileage value column at roughly 7cms. Next I added formula into cell C2, the formula I used was =b2\*0.45 and I amended the format of the result of this formula to show as decimal with a leading £. To enter this formula, I selected formula from the layout option of the table ribbon and entered the formula in the formula dialog box and amended the number format to £#,##0.00 option. I then copied this formula into cells C3, C4 and C5 and amended the formula to reflect this i.e. in C3 I changed the formula to read =b3\*0.45 etc.

The next thing I did was to add a formula to calculate the totals for columns B and C. In the bottom cell of column B I clicked on formula then added =sum(above) to the formula dialog box and changed the number format to 0. I then did the same in column C but this time I changed the number format to £#,##0.00.

The last thing I did was to add a footer to the form. I did this by clicking on insert then selected footer. I then clicked on edit footer and added a right tab, clicked on the tab key then changed the font to Century Gothic and typed April 2018.



 Mileage Summary

Four Weeks Ending:

Name:

Department:

|  |  |  |
| --- | --- | --- |
| **Week Ending** | **Miles @ £0.45 per mile** | **Miles @ £0.25 per mile** |
|  |  | £ 0.00 |  |  |
|  |  | £ 0.00 |  |  |
|  |  | £ 0.00 |  |  |
|  |  | £ 0.00 |  |  |
|  |  |  |  |  |
| Total | 0 | £ 0.00 |  |  |

 Under 1600 cc Over 1600 cc

First 120 miles per week £0.45 per mile £0.50 per mile

Additional miles per week £0.25 per mile £0.30 per mile

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Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_