Four Weeks Ending:

Name:

Department:

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

## 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: