

Expense Claim Form

Name Caroline Masamba
 Period March 2011

Vehicle Details

Make Ford Focus
 Registration number W995NJC
 Previous Mileage since 6th April 123860

A: Mileage

Date	From	To	Journey	Mileage
02/03/11	NG15 7UP	SY3 8XQ	Work/return	188.4
03/03/11	NG15 7UP	SY3 8XQ	Work/return	188.4
04/03/11	NG15 7UP	SY3 8XQ	Work/return	188.4
07/03/11	NG15 7UP	SY3 8XQ	Work/return	188.4
08/03/11	NG15 7UP	SY3 8XQ	Work/return	188.4
09/03/11	NG15 7UP	SY3 8XQ	Work/return	188.4
10/03/11	NG15 7UP	SY3 8XQ	Work/return	188.4

Notes: for use of personal vehicle
 Business Mileage in tax year 2009/2010 claimed at:
 £0.40 per mile for the first 10,000 miles
 £0.25 per mile for any mileage in excess of 10,000
 You can NOT claim for personal mileage or travel from home to your own
 business premises

Total Business Mileage	1 318.8
Miles @ £0.40 per mile	£ 527.52
Miles @ £0.25 per mile	£
Total Claims Value	£ 527.52

B: Other Business Expenses

Date	Description	Cost

Attach Receipts Here.

Signature

A: Mileage Claim	527.52
B: Other Expenses	
Total	