Guidance notes for mileage claims.

Any travel between your home and Normal Place of Work is deemed by the Inland Revenue to be private mileage. This applies even if the travel is at a weekend or a public holiday and applies to all employees. All employees have been advised of the Normal Place of work.

The overstatement of business mileage, whether intentionally or otherwise, effectively results in private mileage. The Inland Revenue regards this as the provision of private fuel and will assess the full annual fuel scale charge. This is an all or nothing rule, even if only £1 of private mileage is reimbursed and if applicable the full annual scale charge must be declared on your P11D.

You are advised to keep a copy of this form to substantiate your business mileage claim.

Random mileage checks will be carried out to ensure claim forms, allowances and payments correspond with current vehicle mileage.

Any deviation from this will be classed as Gross Misconduct.

Claim form to be authorised by your Department Manager.

All claims must be submitted on a monthly basis, any claims submitted that is OVER 3 months old must be authorised by a Director.

Under NO circumstance should you change the Mileage Claim Form, the information on the form is required by the Inland Revenue, any amended forms received by Payroll will **not be processed**.

Hendy Group Limited		**Business Mileage Claim For Company Car Drivers**	Branch: Department:

Name:

	Car				Journey		Mileage					
Date	Model	Reg No	CC	Fuel	From	To	Start	Finish	Miles	Rate	Claim	Reason
									0		£0.00	
									0		£0.00	
									0		£0.00	
									0		£0.00	
									0		£0.00	
									0		£0.00	
									0		£0.00	
									0		£0.00	
									0		£0.00	
									0		£0.00	
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									0		£0.00	
									0		£0.00	
									0		£0.00	
									0		£0.00	
									0		£0.00	
									0		£0.00	
									0		£0.00	
									0		£0.00	
									0		£0.00	
									0		£0.00	
								Total	**0**		**Total Claim**	
											£0.00	

Electric Cars

Electric Cars 4p

Please ensure sufficient fuel receipts are attached to cover the total claim amount.

I have read the guidance notes and claim mileage allowance as detailed above.

Signed: …….. Date: ……..

Manager's Authorization: (Print & sign) ……Date……..