MILEAGE REPORT

Name:		**Make/model of vehicle:**	
Month/year:		**Engine size (cc):**	
		Fuel type:	

Date	To	From	Reason	Miles	Claim
Business mileage brought forward for tax year to date (tax year - 1/4 to 31/3)					
Total amount claimed for the month					
Business mileage carried forward for tax year to date					

Notes

Use the business mileage b/fwd where you make monthly claims to ensure you do not exceed 10,000 miles/year.

Where business mileage is less than 10,000 miles per tax year, the claim is up to 45p per mile.

Where business mileage exceeds 10,000 miles per tax year, the claim is 25p per mile.

(Tax year - 01/04 to 31/03)