

CSRM Mileage Expense Claim Form

Name: Jo Bloggs	Employee Number	CS185	Date of Submission:	27/02/2018
Home Postcode: CV36 4PE			Route Planner Authorised:	Bing
Normal Work Postcode: B92 8NW			Mileage to Work:	31.70

Private Vehicle Mileage Claim (Use additional sheet if necessary).

Date	From	Via	Via	To	Purpose of Journey	Trip Mileage	Deduct home to work mileage if applicable.	Mileage Claimed
15/02/18	CV36 4PE Home			L24 9BJ Halewood	Training at Halewood <i>(as journey is directly from home to a venue other than employee's base venue, the home to work mileage must be deducted)</i>	135.20	31.70	103.50
15/02/18	L24 9BJ Halewood			CV36 4PE Home	Return journey to home.	135.20	31.70	103.50
19/02/18	B92 8NW Solihull - Base Venue			CV3 4LF Whitley	12pm meeting at Whitley <i>(mileage calculated from Solihull to Whitley as home to Solihull cannot be claimed for because this is the employee's base venue)</i>	18.50		18.50
19/02/18	CV3 4LF Whitley			HR8 1RL Solihull - Base Venue	Return journey to Solihull <i>(mileage calculated from Whitley to Solihull, home to Solihull does not need deducting here as employee has gone back to their base venue)</i>	18.50		18.50
20/02/18	B92 8NW Solihull - Base Venue	WV9 5GB EMC	CV8 1NQ Fen End	B92 8NW Solihull - Base Venue	Meeting at EMC in the morning then training at Fen End in the afternoon <i>(home to work mileage does not need deducting as employee cannot claim for their journey from their home to their base venue)</i>	78.60		78.60
21/02/18	B92 8NW Solihull - Base Venue		CV35 0BJ Gaydon	CV36 4PE Home	Dropping off paperwork <i>(only one lot of home to work mileage needs deducting as employee has travelled from their base venue to another venue and then from there they have travelled home)</i>	42.10	31.70	10.40

Name and Type of vehicle	Engine CC	Diesel or Petrol	Rate (£0.00)
Vauxhall Corsa	1.6	Petrol	£0.320

Site Postcodes:
 Eastnor HR8 1RL
 Gaydon CV35 0BJ
 Solihull B92 8NW
 Liverpool L24 9BJ
 Castle Bromwich B35 7RA
 Whitley CV3 4LF
 EMC (W'hampton) WV9 5GB
 Fen End CV8 1NQ
 SVO CV8 3EA

CSRM Checked

Total Mileage: 333.00
Total Amount Claimed: £106.56
 JLRE Authorising Signature