MOTIV8 MILEAGE EXPENSE CLAIM FORM

Miles allowances: Where an employee uses their own car for business trips

DATE	FROM	TO	PURPOSE OF TRIP (Include Young Person's Name if applicable)	Project (Referring agency if applicable e.g. YOT)	Nominal Ledger Code	Number of Business miles this trip	Rate claimed per mile	Mileage since 1st April (Running Total)	Total £ Claimed this trip

Dept | **Totals**

Name of Employee

CEO Signature

Admin Signature

Service Manager Signature