

## MONTHLY CAR BUSINESS MILEAGE RECORD

Name	Month <span style="float: right;">201....</span>
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Car (s) used	Registration number	Type of car and engine size	Total business mileage
Main car used			
Other car used			

### Business Mileage

Date	Nature of business or details of journey	Miles covered
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		
31		
<b>Total Business mileage this month</b>		

### Expenses claim from report

Agreed mileage rate **45p/mile** (if fuel only, rate is .....p/mile)  
 Total Business mileage this month:                      miles  
 Claim (miles x rate):    £

**Statement** This is a true and accurate record of my business mileage this month, using my own car, and that this report/expenses claim represents business mileage only.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**ANNUAL BUSINESS MILEAGE SUMMARY**  
**and/or CLAIM FOR MILEAGE ALLOWANCE RELIEF**

Name	Tax year ended April 5th 201.....
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Car Details	Registration No.	Type of car and engine size (cc)	Mileage in each car
Main car used			
Other cars used			

Monthly mileage	Business mileage	Mileage rate paid by employer = p/mile	Amount(s) received from employer £
April			
May			
June			
July			
August			
September			
October			
November			
December			
January			
February			
March			
<b>Totals for tax year</b>		<b>Total amount received &gt;</b>	

**AMAP rate** = 45p/mile for first 10,000 annual miles, thereafter 25p/mile for all additional miles.

<p><b><u>Tax Claim - send annually to HMRC tax office (address usually shown on Notice of Coding)</u></b>            HMRC Approved Mileage Allowance Payment (AMAP) = 45 p/mile            (where annual business mileage exceeds 10,000 = 25p/mile applies to excess over 10,000 miles)            Total business mileage:            AMAP x total business mileage (A):                      Total amount received from employer (B):             Total mileage allowance relief claim = (A) minus (B):</p>
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**Statement**

I certify that this is a true and accurate record of my business mileage for the tax year, using my own car.

This also represents a claim for MILEAGE ALLOWANCE RELIEF - the shortfall in amounts received from my employer when using my own car in connection with my employer's business, compared with HMRC Approved Mileage Allowance Payments (AMAP).

Name \_\_\_\_\_ Signature \_\_\_\_\_

Home address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Tax reference \_\_\_\_\_ Employer name \_\_\_\_\_

Date \_\_\_\_\_ Employer ref \_\_\_\_\_