

### DRIVERS EXPENCES CLAIM FORM

NAME:- \_\_\_\_\_

MONTH:- \_\_\_\_\_

5 pounds or 45 pence per mile can be claimed which ever is the greater.  
 This is for the first 10000 miles covered for this or any other driving scheme in any tax year. After 10000 miles only 25 pence per mile can be claimed.

JOB NO.	CLIENT	DESTINATION	MILEAGE	FARE CHARGED	DRIVERS EXPENCES	OFFICE FEE
TOTALS						

**OTHER EXPENCES:-** agreed in advance (please include any receipts)

JOB NO.	ITEM	COST
TOTAL		

*Please notify the office of any changes in address , phone number, vehicle insurance , MOT or driving licence.*

I certify that this claim is correct and I hold a current driving licence, current insurance policy and MOT relating to my vehicle if required by law. I have not incurred any driving endorsements that I have not previously notified the office of.

**DRIVERS EXPENCES CLAIM FORM 2**

**NAME:-** \_\_\_\_\_

**MONTH:-** \_\_\_\_\_

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JOB NO.	CLIENT	DESTINATION	MILEAGE	FARE CHARGED	DRIVERS EXPENCES	OFFICE FEE
TOTALS						

SIGNED:-

DATE:-