

# Mileage Claim Form



Date: \_\_\_\_\_ Company; Shared Apprenticeships

Name: \_\_\_\_\_

Mileage is calculated at 25p per mile. Please use Google Maps to calculate the journey distance and include the postcodes.

Journey Details	Journey Date	Mileage	Amount
<b>Example BH2 6DY (home) - Morgan Sindall, Cabot Lane, Poole, BH17 7BU Commute to work - BH2 6DY (home)</b>	<b>04/07/2017</b>	<b>12</b>	<b>3.10</b>
			-
			-
			-
			-
			-
			-
			-
			-
<b>TOTAL</b>			-

Manager Approval \_\_\_\_\_

Apprentice Signature \_\_\_\_\_ Received by: \_\_\_\_\_