

Mileage Form

Date Received (Office Use)

Name			Month/Year
Date	Place visited		Miles
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			
Total Miles for month		X £0.35p for Volunteers and Self-Employed Staff	=

Claims for Mileage must be submitted at least once a month ASAP after the last day of the month and not less frequently than monthly

Please record the whole days Mileage as one figure, elaborating in the places visited column.

Self Employed Staff can start their claim for Mileage from The Base at Charnwood College or from your home depending on which is the shortest distance.

This can be claimed at .35p a mile.

Volunteers can claim for any mileage used for and on behalf of CIC business.

This can be claimed at .35p a mile.

We will endeavour to pay Mileage claims within 21 days of receipt of the form.

Anyone conducting and claiming mileage on behalf of CIC business will need to have business insurance applied to their vehicle. A copy of the certificate will be required.

Any bus or train travel can be reclaimed on a Receipt Details Form.

Any other reasonable out of pocket expenses can be reclaimed on a Receipt Details Form.