

Mileage Claim Form	
STEP BY STEP HOMES LTD	
Employee Name	
Month claiming in	
Details Please complete this form when you are claiming business miles: This form must be authorised by your Manager & submitted to Hr prior to month end cut off. You will be reimbursed at the rate of 0.45p per mile. You can only claim business miles minus the distance of your normal commute to your place of work	

Date	Journey			Reason for Journey	Mileage
	From	To	Return Y/N	(Meeting, Site Visit, appointment etc)	No of miles

Signed By Employee:	
Signed by Manager:	