

CONTRACTOR MILEAGE FORM

PLEASE ADHERE TO THE FOLLOWING POINTS AS THEY CONTRIBUTE TO YOUR EXPENSE CLAIM BEING VALID.



Ensure you have completed both sheets unless you are claiming for mileage only.

All legitimate expenses must be submitted with original receipts in order for them to be valid and comply with the requirements of Her Majesty's Revenue and Customs.

You can claim 45p per mile for the first 10,000 miles travelled and 25p for every mile thereafter.

	Make	Model	CC	Reg No.	Miles Claimed To Date		No.of miles	pence per mile claimed	Total
Date	Details of Business Journey								

Declaration	Total of expenses above
I declare that the expenses above are legitimate and were incurred in order to carry out my duties as a contractor for JMC Recruitment Solutions Ltd. I confirm that I have complied with the JMC Recruitment Solutions Ltd expense policy.	Total Mileage Claim per attached sheet
	Total Expenses

Contractor Name _____

Expense Claim for Week Ending _____

Signature _____

Authorised by JMC Recruitment Solutions Ltd _____