

### CSRM Mileage Expense Claim Form

**Name:** Jo Bloggs **Employee Number:** CS185 **Date of Submission:** 27/02/2018  
**Home Postcode:** CV36 4PE **Route Planner Authorised:** Bing  
**Normal Work Postcode:** B92 8NW **Mileage to Work:** 31.70

**Private Vehicle Mileage Claim (Use additional sheet if necessary).**

Date	From	Via	Via	To	Purpose of Journey	Trip Mileage	Deduct home to work mileage if applicable.	Mileage Claimed
15/02/18	CV36 4PE Home			L24 9BJ Halewood	Training at Halewood <i>(as journey is directly from home to a venue other than employee's base venue, the home to work mileage must be deducted)</i>	135.20	31.70	103.50
15/02/18	L24 9BJ Halewood			CV36 4PE Home	Return journey to home.	135.20	31.70	103.50
19/02/18	B92 8NW Solihull - Base Venue			CV3 4LF Whitley	12pm meeting at Whitley <i>(mileage calculated from Solihull to Whitley as home to Solihull cannot be claimed for because this is the employee's base venue)</i>	18.50		18.50
19/02/18	CV3 4LF Whitley			HR8 1RL Solihull - Base Venue	Return journey to Solihull <i>(mileage calculated from Whitley to Solihull, home to Solihull does not need deducting here as employee has gone back to their base venue)</i>	18.50		18.50
20/02/18	B92 8NW Solihull - Base Venue	WV9 5GB EMC	CV8 1NQ Fen End	B92 8NW Solihull - Base Venue	Meeting at EMC in the morning then training at Fen End in the afternoon <i>(home to work mileage does not need deducting as employee cannot claim for their journey from their home to their base venue)</i>	78.60		78.60
21/02/18	B92 8NW Solihull - Base Venue		CV35 0BJ Gaydon	CV36 4PE Home	Dropping off paperwork <i>(only one lot of home to work mileage needs deducting as employee has travelled from their base venue to another venue and then from there they have travelled home)</i>	42.10	31.70	10.40

Name and Type of vehicle	Engine CC	Diesel or Petrol	Rate (£0.00)
Vauxhall Corsa	1.6	Petrol	£0.320

CSRM Checked

**Site Postcodes:**  
 Eastnor HR8 1RL  
 Gaydon CV35 0BJ  
 Solihull B92 8NW  
 Liverpool L24 9BJ  
 Castle Bromwich B35 7RA  
 Whitley CV3 4LF  
 EMC (W'hampton) WV9 5GB  
 Fen End CV8 1NQ  
 SVO CV8 3EA

**Total Mileage:** 333.00

**Total Amount Claimed:** £106.56

JLRE Authorising Signature