EAST LOTHIAN HOUSING ASSOCIATION
EXPENSES CLAIM BUSINESS MILEAGE

NAME:	Martin Pollhammer				DATE	13/02/2020		
Car details	Make and model	Redacted	Registration	**Redacted**	Colour	Silver		
DATE	START	END	REASON	TOTAL MILEAGE	DEDUCT NORMAL HOME TO OFFICE JOURNEY (if applicable)	CLAIM MILEAGE	Number of Additional Passengers	Cost of additional Passengers @ 5p. per mile
EXAMPLE	*home*	*Dunbar*	*Visit*	*12*	*10*	*2*		*£0.00*
30.2.05	*Dunbar*	*N Berwick*	*Visit*	*13*	*0*	*13*	*2*	*£1.30*
31.2.05	*Haddington*	*Edinburgh West End*	*meet CS*	*22*	*0*	*22*		*£0.00*
21/01/2020	Haddington	Edinburgh, Home	RIHAF	65	36	*29*		
06/02/2020	Home	Glasgow	Q&E Forum	185	72	*113*		
10/02/2020	Haddington	Musselburgh	SLE Meeting	28		*28*		
10/02/2020	Haddington	Berwick, Home	Catch Train	58	36	*22*		

In submitting this claim, I certify that all the above claimed mileage was wholly and necessarily incurred by me on company business and that:

- ☐ I have a full and valid driving licence.
- ☐ My vehicle is insured for business use.
- ☐ I will maintain my vehicle in a roadworthy condition at all times.
- ☐ I know of no adverse health effects that may affect my ability to drive.
- ☐ I have vehicle breakdown cover. Should I not have breakdown cover, I will be responsible for any costs associated with the repairing / pick up of my vehicle should it break down.
- ☐ I will not use a mobile phone whilst driving including via a hands-free kit.
- ☐ I understand that I may be held liable should any of the above points no longer apply and I have not reported this in writing to my Line Manager.

TOTAL THIS SHEET	192		
BROUGHT FORWARD THIS MONTH			
TOTAL MILEAGE CLAIMED THIS MONTH	192	Total additional passenger cost	£0.00
RATE PER MILE	0.45		
TOTAL AMOUNT CLAIMED	**£86.40**	Total milage + passenger	**£86.40**