EAST LOTHIAN HOUSING ASSOCIATION
EXPENSES CLAIM BUSINESS MILEAGE

NAME:	Martin Pollhammer			DATE	29/03/2022		
Car details	Make and model	Kia Carens	Registration SL12LEJ	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*
23/09/2021	Haddington	Dunbar	Meeting	25		*25*		
10/10/2022	Haddington	Craigielaw	Meeting	20		*20*		
16/10/2022	Haddington	Carberry, Home	Meeting	51	36	*15*		
18/10/2022	Haddington	Carberry, Home	R3 Board	51	36	*15*		
21/10/2022	Home	Carberry, Haddington	Meeting	51	36	*15*		
07/11/2022	Haddington	Craigielaw, Sites	Meeting	38		*38*		
21/11/2022	Haddington	Dirleton	Visit Site	16		*16*		
13/01/2022	Haddington	Craigielaw, L/niddry	Visit Sites	24		*24*		
11/02/2022	Home	Carberry	Away Day	80	72	*8*		
29/03/2022	Haddington	Gilmerton, Dirleton	Meeting	18		*18*		

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	194		
BROUGHT FORWARD THIS MONTH			
TOTAL MILEAGE CLAIMED THIS MONTH	194	Total additional passenger cost	£0.00
RATE PER MILE	0.45		
TOTAL AMOUNT CLAIMED	**£87.30**	Total milage + passenger	**£87.30**