

Expenses and Mileage Forms

- 1 Ideally these should be completed at after the end of each month
Experience shows that if they are left longer items particularly short journeys and small expenses (parking meters) are forgotten.
- 2 Wherever possible keep the expense receipts with the form
- 3 Mileage - this is claimable when a business journey is undertaken
This could be to visit a client or your accountant
If it is a dual purpose visit. Eg a drive into town to deposit monies at the Bank and do the weekly shopping. No claim should be made.
- 4 It is recommended that a small notebook be kept into which all miles driven and the reason and a note of all minor expenses are recorded. This will help with this form

