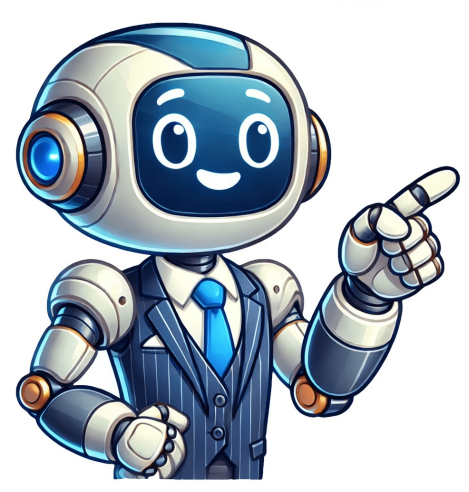


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Mileage form

Using HMRC Mileage Log Template for Tax Claims and Reimbursements The report serves as evidence for claiming reimbursement under HMRC's mileage allowance payment scheme or relief. To reimburse employees who use a company car, you can use a different rate from the 2025 Advisory Fuel Rates. If you claim VAT on mileage, consult our full guide and calculator to determine your entitlement. The free HMRC mileage log template is essential for accurate reimbursement or tax claims. This template uses the standard 45p per mile rate for cars and vans up to 10,000 miles, with a change to 25p per mile thereafter. Using a mile tracker app can make logging trips and staying HMRC-compliant much easier. The app will automatically track your trips if you use it correctly, reducing manual work significantly. Most apps also help with tax compliance, but be sure to log every detail accurately as per the tax authority's requirements. When using a mileage tracking app like Driversnote, you can generate detailed trip records in PDF or Excel format, which can be used to support mileage allowance payment claims or Mileage Allowance Relief from HMRC. Employers who use company cars for work can still reimburse their employees' mileage, but at different rates. For instance, check out the 2025 Advisory Fuel Rates for reimbursement in company cars. Additionally, if you're claiming VAT on mileage as an employer, refer to our full guide for current rates and a calculator to determine how much you can claim. A mileage log is essential not just for tax purposes but also for vehicle maintenance. Cars were built to last with proper care and upkeep, and the speedometer, mileage counter, fuel log, etc., help analyze the car's state. Many people may think mileage details are irrelevant, but they're crucial for understanding a vehicle's performance. To understand the importance of mileage logs better, you can use free templates available online. Keeping a mileage logbook is necessary to receive a mileage allowance or claim Mileage Allowance Relief from HMRC. You must record certain information, regardless of the logbook format you choose. Keeping track of business mileage can save you money, but it requires attention to detail and timely record-keeping. Failing to log a trip can result in missed reimbursement opportunities, costing you up to 45p per mile. Employers often reimburse employees at this rate, but they can choose their own rate as well. HMRC accepts various formats for mileage logs, including digital and physical ones, so you have flexibility when choosing how to keep track of your miles. It's essential to document each journey, including start and end addresses, distance traveled, and reason for the trip, in a legible and clear manner. Using a mile tracker app can simplify this process and reduce time spent on record-keeping. Additionally, be sure to back up your data regularly to avoid losing it. Keep your mileage logs for at least six years in case HMRC requests them for any tax return during that period. Total pay! While mileage logs are great, there's an alternative: mileage-tracking apps! Explore the app store to find suitable options. Some accounting software, like FreshBooks and QuickBooks, also include a mileage tracker app. This way, figures are already available within the software, eliminating separate records. For instance, using QuickBooks' user-friendly app, you can choose whether to record all your mileage or track individual trips. This feature lets you accurately monitor mileage and conveniently manage travel expenses. Stay organized with QuickBooks! There are many options for all-in-one expense management software, which will track mileage, offer a payment card, and allow photo receipts upload into accounting software for expense reports. In the UK, you can claim up to 45p per mile for the first 10,000 miles, then 25p per mile. HMRC requires detailed records of all transactions, including car use claims. Business miles for self-employed individuals can also be claimed. Keep full details of each trip: date, reasons for travel (including customer and job description), and miles travelled. Two versions are available: simple mileage log Excel and PDF. The download version depends on whether you want to keep a paper version in your vehicle or an Excel version to update on the go or when returning. When filing business accounts, a full breakdown of business mileage may not be required. However, if HMRC conducts checks, they might wish to see paperwork relating to business expenses. A valid log of all business trips will help demonstrate that you maintain complete records. Ensure only claiming for business trip miles and don't include claims between home and a regular place of work. Our video includes business mileage rates and instructions on completing the mileage log form. You can obtain a free business mileage log template from my website or purchase one on Amazon if that's your preference. By downloading the Balance Sheet template, you acknowledge our terms of service, permitting you to use the templates for personal or professional purposes only. The templates cannot be shared, distributed, or resold. Business Expense: Consolidate all expenses in one place using this feature. Cash Book: Record income and expenses over a 1-year period. Maintaining an accurate mileage log is crucial for any business, as it helps with tax savings. Our simple mileage tracking template makes it easy to monitor your company's travel miles, accompanied by a tutorial video that explains how to use the form. For further guidance on claiming other business expenses, refer to my comprehensive guide. Additionally, visit the HMRC website for more information on mileage tracking. If you utilize your vehicle for work purposes, you can claim business mileage as an expense on your tax return. Obtain my free Business Mileage Log Template and learn how to track your company's travel. Note: Although I'm an accountant, I am not your personal accountant. The information provided is accurate but intended for general guidance only. Since every situation is unique, use your best judgment when applying this advice to your specific circumstances. If uncertain or have questions, consult a qualified professional to avoid potential penalties. Having one mileage log for each financial year can make it easy to transfer total figures to your tax return in an Excel sheet. Save this template using the end of your financial year, like Mileage Log 2023 or Mileage Log 5 April 2024. For each journey, fill in the details on the spreadsheet, including distance in miles. The spreadsheet calculates mileage at 45p per mile but you might need to adjust if your car mileage exceeds 10,000 miles or you drive a bike/motorcycle. There's a formula that calculates your total mileage claim for the financial year. It can be easy to forget about updating the mileage log when working self-employed. To remember, set a reminder like sending yourself an email with basic details of the journey and then update your mileage log template during bookkeeping. This way, you won't miss out on tax savings. For tax purposes, claim business travel outside of normal commuting. Irregular travel includes visiting potential clients, meeting suppliers, or attending one-off training courses. When claiming travel as a business expense, enter your total mileage in the self-employment section if your business turnover is less than £85,000. If it's more than £85,000, include a breakdown of all expenses, listing business mileage under 'car, van and travel expenses.' Automate attendance tracking, payroll precision, and expense management for seamless operations. Reduce stress with streamlined reviews, adaptable budgets, and automatic calculations for smoother expense reporting. Safeguard your employees' HR files in a secure online repository, protected by robust encryption and cloud storage. Rely on our extensive library of compliant template documents, covering recruitment to termination, including customizable employment contracts for new hires. Simplify time-off management with our mobile app, accessible from anywhere via iOS or Android devices. Efficiently track candidates, schedule interviews, and oversee the hiring process using our user-friendly interface. Our dedicated team is continuously enhancing features to support growing businesses' evolving needs.