EAST LOTHIAN HOUSING ASSOCIATION **EXPENSES CLAIM BUSINESS MILEAGE**

	AME: Martin Pollhammer		EV Salary Sacrifice		DATE 30/11/2023			
Car details	Make and model	MG EV4	Registration FG23AHU		Colour Grey			
				TOTAL	DEDUCT NORMAL HOME TO OFFICE JOURNEY (if	CLAIM	Number of Additional	Cost of additional Passengers @ 5p. per
DATE	START	END	REASON	MILEAGE	applicable)	MILEAGE	Passengers	mile
EXAMPLE		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
14-Aug	Home	Broughty Ferry	Visit Printers	234	72	162		£0.00
	Haddington	Stenton	Site Visit	24		24		£0.00
	Haddington	Cramond, Home	Meeting	82	36	46		£0.00
	Haddington	Dunbar	Meeting	24		24		£0.00
	Haddington	Musselburgh	Meeting	26		26		£0.00
07-Oct		Alloa	Visit OVHA	166	72	94		£0.00
								£0.00
								£0.00
						0		£0.00
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						0		£0.00

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.

L 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	376		
BROUGHT FORWARD			
THIS MONTH			
		Total additional	
TOTAL MILEAGE CLAIMED THIS		passenger	
MONTH	376		£0.00
RATE PER MILE	0.15		
		Total	
TOTAL AMOUNT CLAIMED	£56.40	milage + passenger	£56.40
	£30.40	passenger	200.40