

- As with the general petty cash form – your name, division and signature of your manager/director need to be on your mileage claim forms. You will also need to add the week end date of your claim.
- There are separate forms for petrol and diesel claims and there is a helpful form in the public folders to help assist you when completing a mileage claim.
- Please note your travel to and from the office is not allowable. If you need to make a site visit on your way home, you can only claim back for the extra mileage to the site.
- It is important that you obtain a VAT receipt each time you purchase fuel, as we can claim back the business mileage if we have the correct VAT receipt.

- We also need an “in date” receipt. For example if you are claiming for mileage in September but your receipt is from October – this will not be paid.

Coyle Personnel plc
Petrol Claim Form

Weekly Petrol Claim Form Week Ending: _____ Name: _____

Mileage between Home and Office is treated as *Private* mileage and is not paid.

Business mileage claims must be made on a weekly basis

Previous Friday's speedo reading _____
Monday morning speedo reading _____

Weekly Business Journey's

Day	Date	From	To	Client	Reason

Mileage total as per www.rac.co.uk _____

Total business mileage _____

Friday night speedo reading _____

Petty cash calculation

Difference between Mon am & Fri pm speedo _____

Less home to office private mileage _____

Equals weekly business claim _____

Business Mileage divided by 33MPG _____ 0.00

Average price per gallon of Petrol _____ £5.10

Total Claim _____ £0.00

Signed: _____

Passed by: _____

These forms can be found in the Public Folders → Coyle Personnel → Company Documents → Entertaining Form → Petrol Form