

Claim for Milage Expenses/Subsistance

Name: _____

Car Reg. No & Engine CC: _____

PPS No: _____

Date of Claim: _____

Date	Destination	Job Ref./Purpose of Journey	Business Kilometers Travelled	Hours Away	Day Allowance

Total Day Allowances

Total Business Kilometers

Rate per Kilometer

Total Milage Expenses

Sundries:

Total Sundries

Total amount to be reimbursed

I declare that:

- (a) the milage allowances claimed above are in respect of milage necessarily incurred in the performance of the duties of my employment
- (b) neither private milage nor journeys between home and place of employment are included in this claim
- (c) sundry items above relate to expenditure I incurred on behalf of my employer

Signature of Claimant: _____