Mileage log

Name: _____ Tax year: 6 April 20____ to 5 April 20____ Page ____ of ____

Date	Start location / postcode	End location / postcode	Purpose of journey	Business miles	Vehicle	Running total (miles)
Page total (business miles) and running total carried forward						

Record each business journey on the day: the date, where you started and finished (with postcodes), why it was for business, the miles and the vehicle. Employees claiming tax relief must send HMRC mileage logs showing the reason and the start and end postcodes for every journey (GOV.UK). Ordinary commuting is not business mileage. Check GOV.UK for the current rates. A record-keeping template, not tax advice. dunnawayapps.uk/mileage-log-template/

Mileage log

Name: _____ Tax year: 6 April 20____ to 5 April 20____ Page ____ of ____

Date	Start location / postcode	End location / postcode	Purpose of journey	Business miles	Vehicle	Running total (miles)
Page total (business miles) and running total carried forward						

Record each business journey on the day: the date, where you started and finished (with postcodes), why it was for business, the miles and the vehicle. Employees claiming tax relief must send HMRC mileage logs showing the reason and the start and end postcodes for every journey (GOV.UK). Ordinary commuting is not business mileage. Check GOV.UK for the current rates. A record-keeping template, not tax advice. dunnawayapps.uk/mileage-log-template/