Name: | Month:

Address:

Please do not add or subtract rows

Business Mileage:	0.45
Home to Office >45:	0.35

Miles that will be deducted from your overall total per day	20

Date	From	To	Purpose of Journey	Total No of Miles	Total Miles Claimed		Cost
	Full Address including PostCode	Full Address including PostCode					
				0	0		£0.00
				0	0		£0.00
				0	0		£0.00
				0	0		£0.00
				0	0		£0.00
				0	0		£0.00
				0	0		£0.00
				0	0		£0.00
				0	0		£0.00
				0	0		£0.00
				0	0		£0.00
				0	0		£0.00
				0	0		£0.00
				0	0		£0.00
				0	0		£0.00
				0	0		£0.00
				0	0		£0.00
				0	0		£0.00
				0	0		£0.00
				0	0		£0.00
				0	0		£0.00
				0	0		£0.00
				0	0		£0.00
				0	0		£0.00
				0	0		£0.00
				0	0		£0.00
				0	0		£0.00
				0	0		£0.00
				0	0		£0.00
				0	0		£0.00

				0	0		£0.00
				0	0		£0.00
				0	0		£0.00
				0	0		£0.00
				0	0		£0.00
				0	0		£0.00
				0	0		£0.00
				0	0		£0.00
				0	0		£0.00
				0	0		£0.00
				0	0		£0.00
Total General Business Mileage					SubTotal claimed		£0.00
Total Other Travel					SubTotal claimed		
							£0.00
							£0.00
	From	**To**	**Purpose of Journey**	**Total No of Miles**	**Total Claimed - 45**		**Cost**
Home to Office Mileage (over 45 miles) (35p)							
					0		£0.00
					0		£0.00
					0		£0.00
					0		£0.00
					0		£0.00
					0		£0.00
					0		£0.00
					0		£0.00
					0		£0.00
					0		£0.00
Home to Office Mileage (>45)					SubTotal claimed		£0.00

Miscellaneous claim - details (Provide receipts)			**Cost**
Total Miscellaneous	SubTotal claimed		£0.00

Total claimed	**£0.00**

I confirm that I actually made the journeys specified and actually incurred any expenses claimed in connection with Make A Melody, Therapy and Cousennling duties. Where claiming mileage I possess a current valid driving licence, appropriate current MOT certificate where required by law for the vehicle I have used and that my personal motor insurance policy is current and includes business use cover.

Signed: **Date**