

## Mileage Log

For employees of Key Portfolio Ltd



Please use this Mileage Log to record journeys for which you are claiming expenses as evidence that an expense has been incurred. There is no need to retain fuel receipts. Do not send Mileage Logs to Key unless requested to do so.

Ensure you have completed all fields and remember to sign and date at the end of the form. Your Mileage Log must reflect the mileage claims submitted to Key. Please be aware that HMRC only allow for the rounding up of mileage claims to the nearest whole mile. Complete a separate line for each mode of transport used in a journey.

**Key will conduct random sampling in accordance with HMRC best practice to ensure claims for scale rate subsistence and mileage expenses are legitimate. If you are selected in a sample, Key will contact you and inform you of the period for which we require supporting evidence in the form of receipts/Expense Vouchers and Mileage Logs where applicable.**

Full Name	<input style="width: 95%;" type="text"/>	Key Reference No.	<input style="width: 95%;" type="text" value="KEY"/>
Period End Date	<input style="width: 95%;" type="text" value="dd/mm/yy"/>	for expenses claimed	

Date of Journey	Agency	End-User Client (e.g. name of school/office)	Journey Start Postcode	Journey End Postcode	Please tick if this is a return journey	Complete the relevant box with mileage incurred		
						Car/Van	Motorbike/Scooter	Bicycle
<b>Total Miles Claimed</b>								

**Please sign and date below**

Signature <input style="width: 95%;" type="text"/>	Date <input style="width: 95%;" type="text"/>
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