

Mileage Log & Expense Form

Date	
Full Name	
Address	
Post Code	
Contact No.	
E-mail Address	

As per the HMRC Business Mileage Rate, mileage is paid at £0.45 per mile for the first 10,000 miles traveled.

Date of Journey	
Starting & Completing Location	
Destination	
Number of Miles Traveled	

Upon submitting your mileage to us on this expense form, we will contact you with approval and mileage will be transferred to the account details you list to us below.

Full Name	
Account Number	
Sort Code	

Please submit this form to us within 14 days of completing your journey to communications@suffolkbirdgroup.org

If you have any questions, or require any assistance completing this form, please do not hesitate to contact us.