

Mileage Record

Mileage record for business users for the period from

_____ to _____

For Mr/Mrs/Ms _____

Private mileage estimates used in accounts

As you may by now know, HMRC have indicated that they are taking a different and a much stricter view of the estimates used for business and private mileage.

HMRC have clarified to some extent the stance which they are going to take about such estimates and whilst they no longer seem to be saying that mileage logs and such like have to be kept for the whole year, they are saying that they will only accept estimates that are reasonable. Of course the only way that one can determine what a reasonable estimate is, is by having some record but such a record could perhaps only be kept over only two or three months and the percentage then applied to the whole year.

You will need therefore to keep an accurate mileage log of all vehicles used in your business, distinguishing between business journeys and private journeys. This will enable you to determine what the private proportion of your total mileage is.

I would remind you that HMRC do not consider travel between your home and your place of business to be business travel. This is counted as private mileage. If on the way to your normal place of business you visit somewhere else in relation to your business

then the business element of the journey is considered to be the difference between the total distance and the normal distance between your home and work.

You may care to note however that the journeys such as going to the bank to bank business takings, or to withdraw cash, journeys to shops to buy things for business purposes, and indeed journeys to come and see your accountant would all be classed as business mileage so long as this is the sole purpose of the trip.

Authorised Mileage Rates

	First 10,000 miles	Miles over 10,000
Car	45p	25p
Van	45p	25p
Motor Cycle	24p	24p
Bicycle	20p	20p
For each additional car passenger making same business trip add 5p per mile		

For more information or to obtain more mileage records please contact us at mail@moco.co.uk or 0151 348 8400.

