

NORTH YORKSHIRE POLICE										FORM REF: 31	
BUSINESS MILEAGE CLAIM FORM											
(This form is not for re-location claims)											
Name		Jo Coles		Date of change of car (If applicable)				Cost Centre			
Pin No				Engine CC		This must be the actual Engine CC from your V5 Reg document					
Collar No				Home post code							
Date	Journey Start Location	Start Time 00:00	Post Code	Places visited	Journey Finish Location	Finish Time 00:00	Post Code	Reason/s for Journey eg: Meeting (Drop Down fields)	A Miles Travelled	B Home to Work Mileage to Deduct Ref: Point 1	Miles Claimed (A minus B)
28.08.24	Home	08:30	Home	Thirsk	Thirsk	09:30	YO7 4NJ	Engagement event	31	0	31
28.08.24	Thirsk	13:00	YO7 4NJ	Thirsk	Northallerton HQ	13:30	DL6 1BF	Meeting at HQ	10	0	10
28.08.24	Northallerton	17:00	DL6 1BF	Northallerton	Home	18:00	Home	Day of engagements and meetings	33	0	33
11.09.24	Home	08:00	Home	HMP Askham Grange	York	08:30	YO23 3FT	Engagement and meeting	7	0	7
11.09.24	YO23 3FT	13:30	YO23 3FT	HMP Askham Grange	Tadcaster Police Station	13:45	LS24 9JR	Engagement and meeting	6.5	0	6.5
11.09.24	Tadcaster	17:00	LS24 9JR	Tadcaster Police Station	Home	17:30	Home	Engagement and meeting	10.5	0	10.5
13.09.24	Home	13:00	Home	Malton Fire Station	Malton	13:45	Yo17 7EF	Meeting	19	0	19
13.09.24	Malton	16:00	Yo17 7EF	Malton Fire Station	Home	16:45	Home	Meeting	19	0	19
16.09.24	Home	08:00	Home	Athena House	Athena York	08:30	YO30 4XF	Meeting	4.5	0	4.5
16.09.24	Athena House	17:00	YO30 4XF	Athena House	Home	17:30	Home	Meeting	4.5	0	4.5
											0
											0
											0
											0
											0
											0
											0
										Total Miles	145