

Eastleigh Good Neighbours Travel Expense Claim Form

Name <i>Jean Goodheart</i>		Month Ending <i>June</i>	Vehicle Reg. No. <i>SP33D4</i>	Note: Rates are currently 45 pence per mile plus 5 pence per mile for every passenger when the passenger(s) is in the vehicle. Please enter passenger mileage separately under the passenger mileage columns.		
Date	Client	Type of Task	A. Total Mileage (without client)	B. Passenger 1 Mileage	C. Passenger 2 Mileage	Total Mileage (A+B+C)
<i>10/06/11</i>	<i>Mrs Perm</i>	<i>Hairdresser</i>	<i>3</i>	<i>4</i>	<i>—</i>	<i>7</i>
<i>07/06/11</i>	<i>Mr Needy</i>	<i>Winc H O.P.A</i>	<i>5</i>	<i>—</i>	<i>6</i>	<i>11</i>
<i>10/06/11</i>	<i>Mr Grubb and Mr Fall</i>	<i>Lunch Club</i>	<i>3</i>	<i>4</i>	<i>3</i>	<i>10</i>
TOTALS			A <i>11</i>	B <i>8</i>	C <i>9</i>	28
<p>Type of Task means: Shopping, Hospital, Nursing Home visit, Doctors, Dentists, Chiropodists, Lunch Clubs, Hairdressers etc. Abbreviations: please use the following for Hospital appointments WINC H: SOTON H; S HANTS and then O.P.A. for outpatient appointments or V for visiting.</p>		<p>I certify that this claim is correct, that I hold a current driving licence and have not incurred any endorsements that I have not previously notified you of in writing. That my vehicle is properly licenced and has a current MOT test certificate. That I have current motor insurance for the vehicle and I have notified my insurance company that I will receive a mileage allowance for my journeys relating to the activities of Eastleigh Good Neighbours.</p>			Total Mileage x 45p (Column A)	£ <i>4.95</i>
					Total Passenger 1 Mileage x 50p (Column B)	£ <i>4.00</i>
					Total Passenger 2 Mileage x 55p (Column C)	£ <i>4.95</i>
Signature: <i>Jean Goodheart</i>		Date: <i>30.6.11</i>			Grand Total	£ <i>13.90</i>

Scenario Examples

The below scenarios relate to the completed example sheet overleaf.

- The first example with Mrs Perm is probably the most common.

Our driver, Mrs Goodheart, travels 1 1/2 miles from her home to Mrs Perm's house. She picks her up, takes her to the hairdressers, and then back home, a round journey of 4 miles. Mrs Goodheart then drives back to her home, another 1 1/2 miles. The mileage to Mrs Perm's house and back again is 3 miles and the mileage when Mrs Perm was in the car was 4 miles. Enter the total mileage without Mrs Perm in column A, and the total mileage **with** Mrs Perm in the car into column B.

If calculating this journey on its own you would multiply 3 miles by 45p = £1.35 and for the time Mrs Perm was in the car multiply 4 miles by 50p = £2.00. The total claim for this journey on its own would be £3.35.

We would ask Mrs Perm for a donation of £2 as we only ask the client for a donation ***for their journey only***. The driver will claim for the whole journey at £3.35.

- The second example is that of Mr Needy and his visit to Winchester Hospital for an out patients appointment.

On this occasion, Mr needy **takes his wife with him**, both leaving and returning to their home address together. Our driver, is again Mrs Goodheart. This time, the Needys live 2 1/2 miles from her house. The return journey from the Needy's house to the hospital is 6 miles. Column A would therefore be 5 miles, but as there are 2 passengers we miss out column B and enter 6 miles into column C.

The claim for this journey would therefore be 5 miles x 45p = £2.25 and 6 miles x 55p = £3.30, total claim £5.55 of which we ask for a donation of £3.30.

- The last example is where our driver picks up Mr Grubb and then goes to a second address and picks up Mr Full, both going to the same lunch club.

This time Mrs Goodheart's journey to Mr Grubb's house is 1 1/2 miles. She picks Mr Grubb up and drives to Mr Full's house which is another 2 miles away. They then drive to the lunch club which is 1 1/2 miles from Mr Full's. The same journey is repeated returning home giving a total mileage of 10 miles.

On a **return** journey, this claim would be 3 miles x 45p = £1.35; 4 miles x 50p = £2; 3 miles x 55p = £1.65, total £5 of which we would ask Mr Grubb to donate £2 and Mr Full £1.65.

