

NORTH YORKSHIRE POLICE				Month August						FORM REF: 31		
BUSINESS MILEAGE CLAIM FORM				Year 2022		Cost Centre 7200						
(This form is not for re-location claims)				Car Reg								
Name		Zoe Metcalfe		Date of change of car (if applicable)								
Pin No				Engine CC		1984		This must be the actual Engine CC from your V5 Reg document				
Collar No		8493		Home post code		Home						
										A	B	
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)	Miles Travelled	Home to Work Mileage to Deduct Ref: Point 1	Miles Claimed (A minus B)
01/08/2022	Home	08:30	Home	HQ		Northallerton	09:30	DL6 1BF	Media Launch	23	11	12
01/08/2022	Northallerton	10:30	DL6 1BF	York Railway Museum		York	11:30	YO26 4XJ	Meeting	32	0	32
01/08/2022	York	14:00	YO26 4XJ	Huntington Fire Station		Huntington	14:30	YO32 9LW	Meeting	5	0	5
01/08/2022	Huntington	19:30	YO32 9LW	Huntington Fire Station		Home	20:30	Home	Meeting	20	11	9
04/08/2022	Home	14:00	Home	B6268 Masham Road		Bedale	14:30	DL8 2SH	Location visit	23	11	12
04/08/2022	Bedale	08:00	Home	HQ		Northallerton	09:00	DL6 1BF	Location visit	23	11	12
09/08/2022	Home	08:00	Home	HQ		Northallerton	09:00	DL6 1BF	Meetings	23	11	12
09/08/2022	Northallerton	13:00	DL6 1BF	OPFCC		Harrogate	14:00	HG1 4ST	Meeting	31	0	31
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Point 1 t would normally be incurred by travelling to and from your normal place of work and return to your home location you must reduce your claim by your normal home to work mileage. your journey at your normal place of work you must reduce your claim by your normal distance travelled to work only. an complete your journey at your home location you must reduce your claim by your normal distance travelled to home only.