

NORTH YORKSHIRE POLICE										FORM REF: 31		
BUSINESS MILEAGE CLAIM FORM												
(This form is not for re-location claims)												
Name			Date of change of car (If applicable)			Cost Centre						
Jo Coles												
Pin No			Engine CC			This must be the actual Engine CC from your V5 Reg document						
Collar No			Home post code									
										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)	
09/02/2026	West Offices	09:00	YO1 6GA	Manchester	Manchester	11:00	M1 6EU	Meeting	78	0	78	
09/02/2026	Manchester	17:00	M1 6EU	Manchester	West Offices	19:00	YO1 6GA	Meeting	78	0	78	
18/02/2026	West Offices	10:30	YO1 6GA	Colburn Fire Station	Colburn	11:30	DL9 4QQ	Visit	44	0	44	
18/02/2026	Colburn	12:00	DL9 4QQ	Richmond Indoor Market	Richmond	12:15	DL10 4QL	Visit	4	0	4	
18/02/2026	Richmond	13:00	DL10 4QL	Richmond Indoor Market	West Offices	14:00	YO1 6GA	Visit	47	0	47	
25/02/2026	West Offices	09:00	YO1 6GA	Police Station	Harrogate	10:00	HG3 1FR	Visit	25	0	25	
25/02/2026	Harrogate	11:00	HG3 1FR	Police Station	West Offices	12:00	YO1 6GA	Visit	25	0	25	
										Total Miles	301	