Business mileage log

Use one line per business journey, and a separate log for each vehicle. Give the business purpose, not just “meeting”: say who you visited and why. Normal travel between home and a permanent workplace is commuting and does not count. Add each journey’s miles to the running total for the tax year (6 April to 5 April). The odometer columns and the claim calculation are optional.

Driver name	Vehicle type	Registration	Tax year	Running total brought forward

Journeys

Date	From	To	Business purpose (who and why)	Odometer start (optional)	Odometer end (optional)	Business miles	Running total

Claim calculation (optional)

HMRC approved mileage rates. Cars and vans: 55p a mile for the first 10,000 business miles in the tax year from 6 April 2026 (45p in 2025/26), then 25p a mile. Motorcycles: 24p. Bicycles: 20p. Sole traders who use these rates cannot also claim fuel, repairs or insurance for the same vehicle.

Miles up to 10,000: _____ × _____p = £_____ Miles over 10,000: _____ × _____p = £_____ Total claim: £_____

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