

Travel & Subsistence Form - Please save this to your device.

Job Time		SITE					Hotel/Digs			Paid for Meals/Drinks (do not include alcohol)		
		From (home)	To	(Calculated on Google Maps)	Did you travel home at weekends? If so how many trips home?	Total Miles						
From	To	Place/Postcode	Place/Postcode	Miles (One way)			Total Paid Nights	Price	Total	Days	Price Per Day	Total
01-01-2020	21-01-2020	CAMBRIDGE	LONDON	65	2	390	18	£40	£720	18	£20	£360
Please note the Totals & transfer to main Form: Total Miles						Hotels/Digs			Meals/Drinks			

The first line is an example of how to fill the sheet in - It will not be calculated in the totals. To help calculate your business mileage together with hotel & meal costs whilst working away, we have created a 'Travel & Subsistence Form'. This form will help you record all your traveling costs. This log can be very important if HMRC ever decides to look at your claim. Because you are recording a comprehensive log, HMRC are less likely to question your figures.

- Job Time : From :- Enter the date you started the Job.
- Job Time : To :- Enter the date you ended the Job.
- Site : From (home) : Place/Postcode :- Enter your postcode or place you start your journey from.
- Site : To : Place/Postcode :- Enter your postcode or place you traveled to.
- Site : (Calculated on Google Maps) : Miles One Way :- Calculate the miles on Google Maps using the two locations. If you are unable to do this, we have no problem doing this for you.
- Did you travel home on weekends? If so, how many trips home? : If say you were on a job in London for 6 weeks, you may have traveled home at the weekends to see your family. Assuming you started the job on a Monday, If you traveled home every weekend, you would have returned 5 times.
- Hotel/Digs : Total Paid Nights :- Enter the number of nights paid for, for your accommodation.
- Hotel/Digs : Price :- Enter the price you paid per night.
- Hotel/Digs : Total :- This will be calculated automatically.
- Paid for Meals/Drinks (do not include alcohol) : Days :- Enter the amount of days you were paying for meals.
- Paid for Meals/Drinks (do not include alcohol) : Price per Day :- Enter the amount of money you were paying per day. This could amount to say £30 per day or more.
- Paid for Meals/Drinks (do not include alcohol) : Total :- This will be calculated automatically.

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