

04MTRA 60120 Training

IME Phase 2

Claim for travelling expenses to and from IME training events.

To be submitted monthly or quarterly

Name

Address

Please see notes below

| Date | Destination | Total mileage | Number of passengers | Purpose of visit | Date | Destination | Total mileage | Number of passengers | Purpose of visit |
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| Total Mileage | |
| Claim for Half | £ |

Inland Revenue mileage rate for full cost including depreciation of car (tax free) is 55p per mile. (This rate applies to the first 10,000 business miles in the tax year.)

Signature Date

BACS Details: Sort Code Account Number