



# Claiming back business mileage

An overview on how to claim back on your business miles.

RESOURCE GUIDE



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# Claiming back business mileage what you need to know

## Using your own vehicle

You may be able to claim on your business mileage if you've used your own money for work related travel.

You can only claim on business miles, not on any miles you may have accrued through your personal usage.

If your employer doesn't pay you a mileage allowance, you may be entitled to claim the full amount back.

If your employer pays you a mileage allowance which is less than the approved amount, you may be entitled to claim the difference.

Please keep in mind that if your employer pays you more than the approved amount, you may have to pay tax on the difference. Speak to your tax advisor for assistance.

## Using a company car

You can claim tax relief on fuel you have paid for when using the vehicle for business purposes. If your employer has repaid some of the cost, you may be able to claim the difference.

## If you drive multiple vehicles

If you drive more than one vehicle of the same type for business purposes, combine them together. If they're different types, calculate them separately.

### Good to know:

The approved mileage allowance payments set by HMRC are 45p per mile for the first 10,000 miles when using a personal vehicle.

**Calculate your business mileage**

**Has your employer covered the 45p per mile allowance?**

**If not, calculate the difference between what your employer has paid against the 45p allowance**

**Submit your claim as a tax relief to HMRC via a P87 form.**