##### TRAVEL/MILEAGE DETAILS – SPORTS CLUBS & SOCIEITIES

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| --- | --- | --- | --- | --- | --- |
| **Date** | **Reason for Journey** | From | **To** | **No. Miles** | **Daily Total** |
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| MILEAGE SUMMARY | | | Notes  * Calculate the total miles per day and enter the Daily Total column above. * For each separate day, claim: **27p per mile.** * Add up the number of miles in the Mileage Summary Table. * Multiply the number of miles by the rate to get the amount. * Add up the total amount claimed and transfer to the money request form. |
| **Date(s)** | **Band 1 (27p)** |  |
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|  |  |  | **TOTAL AMOUNT CLAIMED** |
| Total Miles |  |  |
| **x Rate (£/mile)** |  |  |
| **Total (£)** |  |  | £ |

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