



### AGREED MILEAGE EXPENSE FORM

This form is to be used for **agreed\*** additional travel to work and is subject to tax by PAYE

**To Be submitted via Ask HR Ticket**

Select **Service Category** - *Pay & Benefits* and

Select **Incident Category** - *Add. Payments & approved sal. changes.*

For details of the cut off dates please see

<https://warwick.ac.uk/services/humanresources/internal/a-z/hrpayrollcutoffdates>

<b>FULL NAME</b>	
<b>PAYROLL NUMBER</b>	

<b>HOME ADDRESS FROM WHICH TRAVELLING</b>	
<b>POSTCODE</b>	
<b>WORK ADDRESS TRAVELLING TO</b>	
<b>POSTCODE</b>	
<b>COST CODE (if different to salary costcode)</b>	

DATE	BUSINESS PURPOSE	TOTAL MILEAGE	RATE	AMOUNT £
			<b>TOTAL CLAIM</b>	<b>£</b>
			<b>PAYROLL WAGE TYPE</b>	

Reimbursement rate 45p per mile

\_\_\_\_\_  
Signature of Claimant    Date

\_\_\_\_\_  
Authorisation Line Manager  
(Please use digital signature or PDF stamp tool)

\_\_\_\_\_  
Print Name                      Date  
(Authoriser)

\*The University of Warwick does not normally reimburse travel to work on any occasion and therefore this form should only be used in exceptional circumstances where such travel has prior agreement from Head of Dept.

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