**DUKE OF EDINBURGH’S AWARD**

MILEAGE CLAIM FORM

**Notes:**

* Please complete the details below and we will ensure that your mileage expenses are met.
* Give claim to a member of the **MOAC DofE Team**.
* Hybrid cars are treated as either petrol or diesel cars for this purpose.
* *These rates are* ***twice*** *the recommended rate for company Cars from the HRMC*
* <https://www.gov.uk/government/publications/advisory-fuel-rates/advisory-fuel-rates-1-september-2011-to-29-february-2016#afr-1-december-2018-to-28-february-2019>
* *Unit leaders – it would help finances if you are able to claim from your school*

## Mileage Reference Table

|  |  |  |
| --- | --- | --- |
| **Engine Size** | **Fuel** | **Pence / Mile** |
| 1400cc (or less) | Petrol | 24 |
| 1401cc to 2000cc | 30 |
| Over 2000cc | 44 |
| 1400cc (or less) | LPG | 16 |
| 1401cc to 2000cc | 20 |
| Over 2000cc | 30 |
| 1600cc (or less) | Diesel | 20 |
| 1601cc to 2000cc | 24 |
| Over 2000cc | 28 |

## Claim Form

|  |
| --- |
| **Personal Details** |
| Name |  | Phone Number |  |
| Assessor Number |  | Role |  |
| Address |  |
| **Payment Details** |
| Preference | Cheque / Bank Transfer |
| Sort Code |  | Account Number |  |
| **Expedition Details** |
| Start Date |  | Location |  |
| **Vehicle Details** |
| Registration |  | Make/Model |  |
| Engine Size |  | Fuel Type | Petrol / LPG / Diesel |
| **Claim Details**  |
| Pence/Mile\* |  | Total Claimed (£) |  |
| Miles Claimed |  |

\* From the “Mileage Reference Table” above