PearTree

Mileage

Name:	Month:

Date	Client / House	Full details of journey	Purpose	Number of miles		Authorised By
				Statutory	Voluntary	
			Total (Carry overleaf)			

STATUTORY MILES = INSTRUCTED JOURNEYS
VOLUNTARY MILES = JOURNEYS OF YOUR OWN CHOICE

N.B. This form must be fully completed before payment will be made

Date	Client / House	Full details of journey	Purpose	Number of miles		Authorised By
				Statutory	Voluntary	
			Total (This page)			
			Total (Carried forward)			
			Total			

Signature:	Date:

Seen and approved by House Manager	Signature:

For office use only:	Initials of checker:

N.B. This form must be fully completed before payment will be made