



Mileage

Name:	Month:
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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

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: