


How to use the expenses claim form

The form has **three types** of expenses claim (1. Mileage, 2. Other travel claim, e.g. bus ticket and 3. Other expenses):

Claiming mileage:

1: Enter the category of vehicle you are claiming to estimate your CO₂ per mile

Expenses claim form									
Name	Date	Department/Project							
									
About your motor vehicle (for mileage claims only)				Rate per mile (pence)					
Type of vehicle (select from drop down)	<div style="border: 1px solid black; padding: 2px;"> Small car (diesel) up to 1.7l Small car (hybrid) up to 1.4l Small car (petrol/LPG/CNG) up to 1.4l Small car (plug-in hybrid electric) A/B up to Small electric vehicle A/B Medium car (diesel) 1.7-2.0l Medium car (hybrid) 1.4-2.0l Medium car (petrol/LPG/CNG) 1.4-2.0l </div>			Car	45	Only complete this section if this is your first claim or you have changed details: Bank: As per payroll Sort Code: Account no:			
Vehicle registration				Electric vehicle	45				
Estimated CO ₂ per mile (g)				Bicycle	20				
Or to find and enter your model's exact				Motor bike	24				
				Passengers	5				
Mileage claim (please complete above first)									
Nature of journey	Date	Transport (select from drop down)	Miles	Extra passengers	Rate per mile (pence)	Total (£)	CO ₂ (kg)	Budget code	
						Total claim	£0.00		

Or use the link at the bottom of the form to find your car model's exact value and convert into CO₂ per mile:

To calculate your model's exact CO₂ per mile:

1. [Link here to find your model's exact \(WTW\) CO₂ per km and enter below to convert to miles](#)

2. Enter = CO₂ per mile (g)

2: Add details of journeys you are claiming mileage for – the form will calculate your mileage reimbursement (including any additional passenger concessions) as well as carbon footprint:

This form is work in progress and suggestions for improvement are welcome. Please contact cfenton@gardenorganic.org.uk. Thank you.