

## On-line Mileage Expense and Accounts System

### Records and monitors the business and private mileage of employees

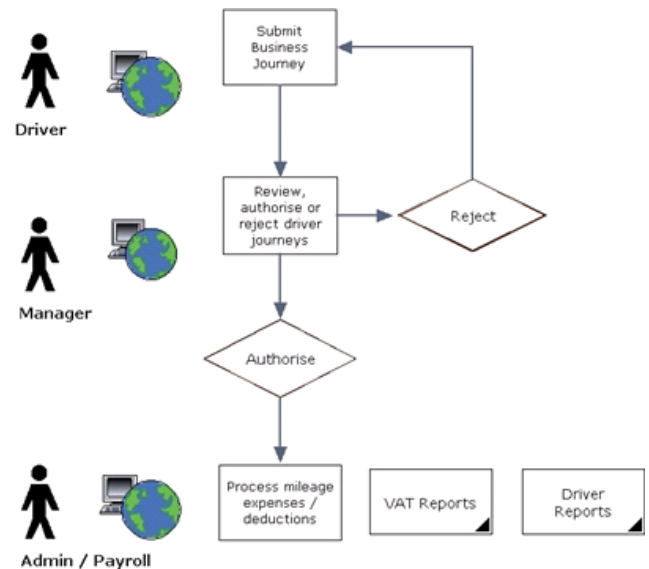
- Accommodates various reimbursement schemes: Company Cars or Vans, Cash Allowance / ECOS and Casual Drivers
- Handles all payment / reclaim methods: pay and claim, fuel cards and company credit cards

### Calculates the:

- Amounts to be reimbursed to the Employee
- Amounts to be deducted from the Employee e.g. for private mileage fuel costs
- VAT recovery amounts where reclaimable

### Provides meaningful Management reports

### Maintains cumulative records, meeting all HMRC requirements



### Assists in the fulfilment of managerial demands: Health & Safety and Duty of Care, HMRC compliancy, saving administrative time

- 'On-line' journey submissions
- 'Favourite Journeys' feature allows drivers to recall regular business journeys
- 'Receipt Checker' for 'pay and claim' drivers
- Journeys are automatically sent to 'Managers' for authorisation / rejection
- Rejected journeys can be viewed and amended
- Detailed reports are available.
- Company Van drivers have a 'commutable journey' feature
- Cash Allowance / Casual drivers can create and manage their own vehicles



Mileage Expense Processing Page

Select a Driver:  Month:  Year:  Change Department:

Department	Driver Type	Payment Type	Mileage Allowed
Sales	Casual	Pay and Reclaim	Business miles only

Vehicle:  Total Private Miles:  Input Fuel Cost for Period:

Trip Date	From	To	Via	Distance (miles)	Rate	Vehicle	Process	Reject
16/02/06	Blackburn	Prichard		57	4.3	42	<input type="checkbox"/>	<input type="checkbox"/>
16/02/06	Blackburn	Burnley		28	10.64	38	<input type="checkbox"/>	<input type="checkbox"/>
20/02/06	Blackburn	Burnley		28	10.64	38	<input type="checkbox"/>	<input type="checkbox"/>
24/02/06	Office, Warrington	Office, Warrington	Sands, Liverpool	42	15.76	38	<input type="checkbox"/>	<input type="checkbox"/>
24/02/06	Office, Warrington	Office, Warrington	Sands, Liverpool	42	15.76	38	<input type="checkbox"/>	<input type="checkbox"/>
27/02/06	Office, Warrington	Office, Warrington	Sands, Liverpool	42	15.76	38	<input type="checkbox"/>	<input type="checkbox"/>
27/02/06	Office, Warrington	Office, Warrington	Sands, Liverpool	42	15.76	38	<input type="checkbox"/>	<input type="checkbox"/>
27/02/06	Office, Warrington	Office, Warrington	Sands, Liverpool	42	15.76	38	<input type="checkbox"/>	<input type="checkbox"/>
27/02/06	Blackburn	Barbary		268	66	43	<input type="checkbox"/>	<input type="checkbox"/>
				<b>Total Miles</b>	<b>434</b>			

VAT Calculations: Using Cost of Fuel, Using HMRC Advisory Rates

VAT Input Tax (£)	5.46
VAT Output Tax (£)	48.42
Net VATable Amount (£)	175.42
Select VAT values to use:	<input type="checkbox"/> Cost of Fuel <input checked="" type="checkbox"/> HMRC Rates

Reimbursement Value (£) 175.42 for 434 business miles

Amount for Payroll (£) 175.42

For more information email: [miles@mileagelog.co.uk](mailto:miles@mileagelog.co.uk) or visit [www.mileagelog.co.uk](http://www.mileagelog.co.uk)