

**Holt Area Caring Society  
Driver's Mileage Claim Form**

**Driver:** \_\_\_\_\_

**Address:** \_\_\_\_\_

			Driver	Client	Standard	Monies	
Trip No	Date	Client's Name and Address	Destination	Miles	Miles	Charge	Received
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
			Totals				£ -

Holt Area Caring Society Bank Account is Santander, Sort Code: 09-01-52 A/C No: 88278704

BACS	
Cash	
Cheques	

### COMPLETION OF CLAIM FORMS GUIDANCE

<b>Date</b>	The date of the journey
<b>Client's Name and address</b>	The client's name and the address from which collected and later dropped off.
<b>Destination</b>	Suggested abbreviations to use (for speed of completion): CDH - Cromer District Hospital; CS - Cromer Surgery; HMP - Holt Medical Practice, MCS - Melton Constable Surgery, N&N - Norfolk and Norwich Hospital, QEH - Queen Elizabeth Hospital, King's Lynn, CH – Cora Health, Norwich, SH - Spire Hospital, Norwich, PC - Poppy Cafe
<b>Total Driver Miles</b>	The <b>actual</b> total number of miles driven from <b>your</b> home to the client's home to collect them and then onward to the destination; then the return journey ending back at <b>your</b> home after dropping off the client at theirs.  [The driver may choose to take <b>any reasonable route</b> having regard to traffic conditions, safety considerations, time constraints, etc.]
<b>Client Miles only</b>	The number of miles being the <b>shortest practicable route</b> from <b>the client's home</b> to the destination; and then the return journey back to <b>the client's home</b> , calculated by reference to a digitalised route finder such as Google Maps or Apple Maps.  [Note: This is to ensure consistency, so far as possible, where clients travel the same journey with different drivers. The <b>actual</b> number of client miles should <b>only</b> be charged if significantly different on account of traffic conditions, forced diversions, time constraints, etc.]
<b>Standard Charge</b>	The number of client miles x 50p, or £5.00 if the journey is less than 10 miles, subject to a minimum charge of £5.00.
<b>Monies received £</b>	The amount of money received from the client for the journey. Please highlight any cheques received.  [Note that this amount may be more than the Standard Charge if the client chooses to make a donation over that amount.]
<b>BACS, Cash, Cheques</b>	Enter the amount against the relevant category as to how the monies will be paid into the HACS bank account.