Mileage log template for HMRC business mileage

1. Add one row per business journey as you make it. A log written up months later is much harder to rely on if HMRC asks.
2. Pick the vehicle type from the list. Car and van miles share one running total for the higher-rate allowance.
3. Record passengers who are also travelling on business, if your employer pays passenger payments.
4. At the end of the tax year, the totals row gives your business miles and the approved amount.
5. Employees: compare the total with what your employer paid. If they paid less, you can claim Mileage Allowance Relief on the difference.
6. Self-employed: the same car, van and motorcycle rates are HMRC's simplified expenses flat rates. There's no flat rate for bicycles.

Rates for 2026/27: Car or van, per mile up to the threshold 55p · Car or van, per mile after the threshold 25p · Car and van threshold (business miles a year) 10,000 · Motorcycle, per mile 24p · Bicycle, per mile 20p · Passenger, per passenger per mile 5p

Date	From	To	Purpose	Vehicle	Business miles	Passengers	Car/van miles to date	Approved amount	Passenger amount

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Guidance and the latest version: https://www.countify.co.uk/resources/templates/mileage-log