Worked example - a fictional driver. Replace every detail with your own.

Mileage log

Period: 1 November 2026 to 30 November 2026

Driver	Sam Taylor	**Vehicle make / model**	Example hatchback
Employer / business	Willow Lane Studio	**Registration**	AB00 XYZ

Date	From	To	Purpose of journey	Start reading	End reading	Miles
03/11/2026	Home	Client site, Anytown	Client meeting	42,310	42,328	18
03/11/2026	Client site, Anytown	Home	Return from meeting	42,328	42,346	18
05/11/2026	Home	Sample Trading Estate	Collect print stock	42,346	42,371	25
05/11/2026	Sample Trading Estate	Home	Return with stock	42,371	42,396	25
10/11/2026	Home	Exampleton Hall	Training day	42,396	42,441	45
10/11/2026	Exampleton Hall	Home	Return from training	42,441	42,486	45
12/11/2026	Office	Bank and back	Pay in takings	42,486	42,494	8

Total business miles	**184**

Only record journeys you will claim or report. For approved mileage rates and what counts as business travel, check GOV.UK.

Worked example - a fictional driver. Replace every detail with your own.

How to use this template

A mileage log is a running record of journeys, so you can show the miles you drove for work. Keep it in the vehicle and fill it in after each trip.

1. **Add the driver and vehicle.** Write your name, who the journeys are for and the vehicle details.
2. **Note the odometer.** At the start of each journey write the reading. At the end write the reading again.
3. **Record where and why.** Write the start point, destination and the business reason for the trip.
4. **Work out the miles.** End reading minus start reading. Write it in the miles column.
5. **Total and keep it.** Add up the miles column at the end of the period and keep the log with your records.

This template is not tax advice. HMRC sets out which journeys count and how to claim, see GOV.UK.