

Recording your Business Mileage the GPS way!

If it's one business mile or 10,000 miles, whether you drive a company car, or use your own car on business, you'll need to account for, or reclaim your fuel costs. What do you need to know?

You can claim up to 45 pence per mile for legitimate business travel. But what else do you need to know? Do you know why you need to record them?

Record your business mileage the GPS way!

Recording your mileage can cause huge headaches. Almost 90% of employees (that's 9 out of 10) are frequently submitting inaccurate mileage claims with many deliberately including personal mileage totals for their own gain.

Our Flag ship product uses a small GPS device (the Trip Stick) that can be placed in the cigarette lighter of any vehicle and enables employees to produce simple and accurate mileage expenses using GPS. One of the key features is that we virtually remove any big brother concerns by ensuring only business trips are visible and personal trips remain private.

Plug your PEAK GPS mileage capture Trip stick into your 12v in your vehicle and leave it in for the month. Ensure the green light is flashing before you start your journey.

At the end of the month plug your trip stick into your computer and using the PEAK uploader, upload all your journeys onto the system. Log in to www.peakmiles.com and choose if your journeys are business or personal and then click submit.

The GPS way cuts out all the diary or post it recordings and postcodes and lots of time!

What's business mileage?

A business mile is exactly what it says on the tin! It is either a journey that forms part of an employee's employment duties (for example, visiting clients), or journeys that relate to an employee's attendance at a temporary workplace. Commuting to a permanent place of work does **not** count (home to office). If you work from home any journeys that are for employment duties are classed as business (bank/post office visits, client visits.) but you must remember No personal errands can be classed as business mileage.

HMRC says 'business mileage is mileage you travel doing your job'. It can include travel to a temporary work place but it doesn't include:

- normal travel between home (or anywhere that is not a workplace) and your permanent workplace
- private travel

Why keep business mileage records?

You may be able to get tax relief for business mileage when you use your own vehicle on business, or for fuel you buy when you use a company car. You can go back several years to get the relief - the time you've got depends on whether you've previously sent in a Self Assessment tax return. Source HMRC

What Information does HMRC Require?

- The Date
- Where the journey commenced

- The place/company visited
- Where the journey ended
- The start and closing Mileage
- Total Business miles

What are you waiting for? Your Next step is....

- Contact Fleet Innovations to get your PEAK GPS Trip stick on 0845 600 6880 and start recording.
 - Start keeping detailed records of your business and total monthly mileage www.fleetinnovations.com
 - Get advice from a professional adviser such as an accountant, especially if self-employed
 - Check your employer's business mileage travel expenses are in line with the AFR rates
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