

# Home to Office Mileage Deduction Examples

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## Permissions

You will require the following permissions:

- The relevant item role that allows you to claim these expense types.

Home to Office deductions are set up by your organisation against certain mileage expenses items and are applied to your mileage totals when you claim for that expense item. There are many different types of Home to Office deductions that can be applied. This article will explain the different deductions and how they will affect your mileage totals.

In all the examples below, Home to Office is 5.91 miles and Office to Home is 5.63 miles. The reimbursable rate is also set to £0.45 per mile.

## Home to Office is always zero

Journeys between your Home and Office will be set at zero reimbursable miles.


Example:

	From	To	Distance Details		Passengers
1	homeAddress	2 Low Moor Road, Lincoln	5.91	5.91	<a href="#">Add Passenger</a> X
2	2 Low Moor Road, Lincoln	Damons Restaurant, 999 I	1.17	1.17	<a href="#">Add Passenger</a> X
3	Damons Restaurant, 999 I	2 Low Moor Road, Lincoln	1.17	1.17	<a href="#">Add Passenger</a> X
4	2 Low Moor Road, Lincoln	homeAddress	5.63	5.63	<a href="#">Add Passenger</a> X
5	from	to	miles		<a href="#">Add Passenger</a> X

In this example, the distance travelled totals **13.88 miles**. However, each journey from your Home to the Office (and vice versa) will be deducted from the reimbursable total. The two steps (steps 1 and 4) from Home to Office (and vice versa) total **11.54 miles**.

The image below shows the number of miles you will be able to claim for. In this case, it is **2.34 miles** (13.88 - 11.54).

Expense Items															
							Number of Miles	Date of Expense	Expense Item	Reason	Other Details	NET	VAT	Total	Amount Payable
							2.34	02/03/2021	Work Mileage			£1.05	£0.00	£1.05	£1.05
							2.34					£1.05	£0.00	£1.05	£1.05

Clicking  will show you a breakdown of each step which includes a 'Reimbursable Distance' column. Steps 1 and 4 (home to office) are set to 0.

Home to Office Mileage Deductions are enforced by your company policy.

If you start your journey from home and the distance to your location is greater than if you start your journey from the office, then the 'Amount Payable' total will flag the difference between home to your location and office to your address.

Mileage claims between home and office will have mileage enforced to zero.






Start Address	End Address	Number Miles	Number Passengers	Recommended Distance	Reimbursable Distance	Heavy/Bulky Equipment
Home	2 Low Moor Road, Lincoln, LN6 3JY	5.91	0	5.91	0.00	<input type="checkbox"/>
2 Low Moor Road, Lincoln, LN6 3JY	Damons Restaurant, 999 Doddington Road, Lincoln, LN6 3SE	1.17	0	1.17	1.17	<input type="checkbox"/>
Damons Restaurant, 999 Doddington Road, Lincoln, LN6 3SE	2 Low Moor Road, Lincoln, LN6 3JY	1.17	0	1.17	1.17	<input type="checkbox"/>
2 Low Moor Road, Lincoln, LN6 3JY	Home	5.63	0	5.63	0.00	<input type="checkbox"/>

**Note:** This may be active alongside other Home to Office deductions and will always take priority.

### Enforce mileage cap on Home to Office journeys

This allows your organisation to cap the maximum number of reimbursable miles which can be claimed for a journey between Home and Office. Once this limit has been set, the reimbursable distance for a journey between Home and Office will be the lesser of the distance travelled and the limit which has been set.

Example:

	From	To	Distance Details		Passengers
1	homeAddress	2 Low Moor Road, Lincoln	5.91	5.91	 <a href="#">Add Passenger</a> X
2	2 Low Moor Road, Lincoln	Damons Restaurant, 999 I	1.17	1.17	 <a href="#">Add Passenger</a> X
3	Damons Restaurant, 999 I	2 Low Moor Road, Lincoln	1.17	1.17	 <a href="#">Add Passenger</a> X
4	2 Low Moor Road, Lincoln	homeAddress	5.63	5.63	 <a href="#">Add Passenger</a> X
5	from	to	miles		 <a href="#">Add Passenger</a> X

In this example, the distance travelled totals **13.88 miles**. However, each journey from your Home to Office (and vice versa) is capped at **1 mile**. Anything over this capped total will not be reimbursable. The two journeys (steps 1 and 4) from home to office (and vice versa) total **11.54 miles** of which only **2 miles** is reimbursable.

The image below shows the number of miles you will be able to claim for. In this case, it is **4.34 miles** (13.88 - 9.54).

Expense Items										Number of Miles	Date of Expense	Expense Item	Reason	Other Details	NET	VAT	Total	Amount Payable
										4.34	02/03/2021	Work Mileage			£1.95	£0.00	£1.95	£1.95
										4.34					£1.95	£0.00	£1.95	£1.95

Clicking will show you a breakdown of each step which includes a 'Reimbursable Distance' column. Steps 1 and 4 (home to office) are set to 1 mile.

Home to Office Mileage Deductions are enforced by your company policy.

A reimbursable limit of 1 Mile is enforced on journeys between your Home and Office.

If you start your journey from home and the distance to your location is greater than if you start your journey from the office, then the 'Amount Payable' total will flag the difference between home to your location and office to your address.

Start Address	End Address	Number Miles	Number Passengers	Recommended Distance	Reimbursable Distance	Heavy/Bulky Equipment
Home	2 Low Moor Road, Lincoln, LN6 3JY	5.91	0	5.91	1.00	<input type="checkbox"/>
2 Low Moor Road, Lincoln, LN6 3JY	Damons Restaurant, 999 Doddington Road, Lincoln, LN6 3SE	1.17	0	1.17	1.17	<input type="checkbox"/>
Damons Restaurant, 999 Doddington Road, Lincoln, LN6 3SE	2 Low Moor Road, Lincoln, LN6 3JY	1.17	0	1.17	1.17	<input type="checkbox"/>
2 Low Moor Road, Lincoln, LN6 3JY	Home	5.63	0	5.63	1.00	<input type="checkbox"/>

**Note:** This may be active alongside other Home to Office deductions. If the **'Home to Office is always zero'** option is active, it will take priority over this option.

Enforce the lesser of Home to address & Office to address

If the journey starts from Home and the distance to the first location is greater than if you start your journey from the Office, the reimbursable distance will deduct the difference between the Home to the location and the Office to the location.

Example:

	From	To	Distance Details		Passengers
1	homeAddress	Damons Restaurant, 999	6.75	6.75	Add Passenger X

In this example the distance travelled totals **6.75 miles**.

The image below shows the number of miles you will be able to claim for. In this case, it is **1.17 miles** because the Office to location distance is less than the Home to location distance.

Expense Items																
								Number of Miles	Date of Expense	Expense Item	Reason	Other Details	NET	VAT	Total	Amount Payable
								1.17	02/03/2021	Work Mileage			£0.53	£0.00	£0.53	£0.53
								1.17					£0.53	£0.00	£0.53	£0.53

Clicking will show you a breakdown of each step which includes a 'Reimbursable Distance' column.

Home to Office Mileage Deductions are enforced by your company policy.

If you start your journey from home and the distance to your location is greater than if you start your journey from the office, then the 'Amount Payable' total will deduct the difference between home to your location and office to your address.

Start Address	End Address	Number Miles	Number Passengers	Recommended Distance	Reimbursable Distance	Heavy/Bulky Equipment
Home	Damons Restaurant, 999 Doddington Road, Lincoln, LN6 3SE	6.75	0	6.75	1.17	<input type="checkbox"/>

Deduct Home to Office Distance from journey once

If the journey starts from Home and Home is visited again during that journey, the Home to Office distance will only be deducted once throughout the journey.

Example:

	From	To	Distance Details		Passengers
1	homeAddress	2 Low Moor Road, Lincoln	5.91	5.91	Add Passenger X
2	2 Low Moor Road, Lincoln	Damons Restaurant, 999 [	1.17	1.17	Add Passenger X
3	Damons Restaurant, 999 [	2 Low Moor Road, Lincoln	1.17	1.17	Add Passenger X
4	2 Low Moor Road, Lincoln	homeAddress	5.63	5.63	Add Passenger X
5	from	to	miles		Add Passenger X

In this example, the distance travelled totals **13.88 miles**. However, only the first journey from your Home to Office will be deducted from the reimbursable total. Step 1 (the first Home to Office) totals **5.91 miles**.

The image below shows the number of miles you will be able to claim for. In this case, it is

7.97 miles (13.88 - 5.91).

Expense Items										NET	VAT	Total	Amount Payable		
							Number of Miles	Date of Expense	Expense Item	Reason	Other Details				
							7.97	02/03/2021	Work Mileage			£3.59	£0.00	£3.59	£3.59
							7.97					£3.59	£0.00	£3.59	£3.59

Clicking will show you a breakdown of each step which includes a 'Reimbursable Distance' column. Step 1 is set to 0.

Home to Office Mileage Deductions are enforced by your company policy.  
 A deduction of 5.91 Miles for your home to office distance will be made to your journey.

Start Address	End Address	Number Miles	Number Passengers	Recommended Distance	Reimbursable Distance	Heavy/Bulky Equipment
Home	2 Low Moor Road, Lincoln, LN6 3JY	5.91	0	5.91	0.00	<input type="checkbox"/>
2 Low Moor Road, Lincoln, LN6 3JY	Damons Restaurant, 999 Doddington Road, Lincoln, LN6 3SE	1.17	0	1.17	1.17	<input type="checkbox"/>
Damons Restaurant, 999 Doddington Road, Lincoln, LN6 3SE	2 Low Moor Road, Lincoln, LN6 3JY	1.17	0	1.17	1.17	<input type="checkbox"/>
2 Low Moor Road, Lincoln, LN6 3JY	Home	5.63	0	5.63	5.63	<input type="checkbox"/>

Deduct Home to Office Distance if journey starts or finishes at home

A deduction will be made if the journey starts or ends from the Home address. A deduction for the Home to Office distance will be made when the start address is Home and a deduction for the Office to Home distance made when the end address is Home.

Example:

	From	To	Distance Details		Passengers
1	homeAddress	2 Low Moor Road, Lincoln	5.91	5.91	<a href="#">Add Passenger</a> X
2	2 Low Moor Road, Lincoln	Damons Restaurant, 999 I	1.17	1.17	<a href="#">Add Passenger</a> X
3	Damons Restaurant, 999 I	2 Low Moor Road, Lincoln	1.17	1.17	<a href="#">Add Passenger</a> X
4	2 Low Moor Road, Lincoln	homeAddress	5.63	5.63	<a href="#">Add Passenger</a> X
5	from	to	miles		<a href="#">Add Passenger</a> X

In this example, the distance travelled totals **13.88 miles**. However, the first journey from your Home and the last journey back to Home will be deducted from the reimbursable total (using the Home to Office distance). Steps 1 and 4 (Home to Office and vice versa) total **11.54 miles**.

The image below shows the number of miles you will be able to claim for. In this case, it is **2.34 miles** (13.88 - 11.54).

Expense Items																
								Number of Miles	Date of Expense	Expense Item	Reason	Other Details	NET	VAT	Total	Amount Payable
								2.34	02/03/2021	Work Mileage			£1.05	£0.00	£1.05	£1.05
								2.34					£1.05	£0.00	£1.05	£1.05

Clicking will show you a breakdown of each step which includes a 'Reimbursable Distance' column. Steps 1 and 4 are set to 0.

Home to Office Mileage Deductions are enforced by your company policy.

A deduction of 5.91 Miles for your home to office distance will be made when start address is home and a deduction of 5.63 Miles office to home distance made when end address is home.

The deduction will be made if you start or end the journey from your home address.

Start Address	End Address	Number Miles	Number Passengers	Recommended Distance	Reimbursable Distance	Heavy/Bulky Equipment
Home	2 Low Moor Road, Lincoln, LN6 3JY	5.91	0	5.91	0.00	<input type="checkbox"/>
2 Low Moor Road, Lincoln, LN6 3JY	Damons Restaurant, 999 Doddington Road, Lincoln, LN6 3SE	1.17	0	1.17	1.17	<input type="checkbox"/>
Damons Restaurant, 999 Doddington Road, Lincoln, LN6 3SE	2 Low Moor Road, Lincoln, LN6 3JY	1.17	0	1.17	1.17	<input type="checkbox"/>
2 Low Moor Road, Lincoln, LN6 3JY	Home	5.63	0	5.63	0.00	<input type="checkbox"/>

### Deduct Full Home to Office trip every time home is visited

A deduction for the Home to Office distance will be made when the start address is Home and a deduction for the Office to Home distance will be made when end address is Home. This will occur every time Home is visited within the journey.

Example:

	From	To	Distance Details		Passengers
1	homeAddress	2 Low Moor Road, Lincoln	5.91	5.91	<a href="#">Add Passenger</a> X
2	2 Low Moor Road, Lincoln	Damons Restaurant, 999 I	1.17	1.17	<a href="#">Add Passenger</a> X
3	Damons Restaurant, 999 I	2 Low Moor Road, Lincoln	1.17	1.17	<a href="#">Add Passenger</a> X
4	2 Low Moor Road, Lincoln	homeAddress	5.63	5.63	<a href="#">Add Passenger</a> X
5	homeAddress	4 Hemswell Avenue, Linc	4.70	4.70	<a href="#">Add Passenger</a> X
6	4 Hemswell Avenue, Linc	2 Low Moor Road, Lincoln	2.19	2.19	<a href="#">Add Passenger</a> X
7	2 Low Moor Road, Lincoln	Tiamo, Sessions House, S	19.08	19.08	<a href="#">Add Passenger</a> X
8	Tiamo, Sessions House, S	homeAddress	19.85	19.85	<a href="#">Add Passenger</a> X

In this example the distance travelled totals **59.7 miles**. However, steps 1 and 4, which have Home within them, will be deducted from the reimbursable total (using the Home to Office distances). Step 5 starts at home and doesn't reach the office until the end of step 6. These two steps will be added together ( $4.7 + 2.19 = 6.89$ ) and anything leftover the usual home to office distance ( $5.91$ ) will be reimbursable ( $6.89 - 5.91 = 0.98$ ). Step 8 also deducts the Office to Home distance of  $1.85$ .

The image below shows the number of miles you will be able to claim for. In this case, it is **36.62 miles**.

Expense Items																
								Number of Miles	Date of Expense ▼	Expense Item	Reason	Other Details	NET	VAT	Total	Amount Payable
								36.62	02/03/2021	Work Mileage			£16.48	£0.00	£16.48	£16.48
								36.62					£16.48	£0.00	£16.48	£16.48

Clicking will show you a breakdown of each step which includes a 'Reimbursable Distance' column.

Home to Office Mileage Deductions are enforced by your company policy.

A deduction of 5.91 Miles for your home to office distance will be made when start address is home and a deduction of 5.63 Miles office to home distance made when end address is home.

The full distance deduction will be made each and every time home is visited during a journey, deducting off adjacent steps if less than required deductible distance.

Start Address	End Address	Number Miles	Number Passengers	Recommended Distance	Reimbursable Distance	Heavy/Bulky Equipment
Home	2 Low Moor Road, Lincoln, LN6 3JY	5.91	0	5.91	0.00	<input type="checkbox"/>
2 Low Moor Road, Lincoln, LN6 3JY	Damons Restaurant, 999 Doddington Road, Lincoln, LN6 3SE	1.17	0	1.17	1.17	<input type="checkbox"/>
Damons Restaurant, 999 Doddington Road, Lincoln, LN6 3SE	2 Low Moor Road, Lincoln, LN6 3JY	1.17	0	1.17	1.17	<input type="checkbox"/>
2 Low Moor Road, Lincoln, LN6 3JY	Home	5.63	0	5.63	0.00	<input type="checkbox"/>
Home	4 Hemswell Avenue, Lincoln, LN6 0BB	4.70	0	4.70	0.00	<input type="checkbox"/>
4 Hemswell Avenue, Lincoln, LN6 0BB	2 Low Moor Road, Lincoln, LN6 3JY	2.19	0	2.19	0.98	<input type="checkbox"/>
2 Low Moor Road, Lincoln, LN6 3JY	Tiamo, Sessions House, Sleaford, NG34 7SD	19.08	0	19.08	19.08	<input type="checkbox"/>
Tiamo, Sessions House, Sleaford, NG34 7SD	Home	19.85	0	19.85	14.22	<input type="checkbox"/>

Flag if Home to location is greater than Office to location

A journey step's home to location distance is greater than the distance from the office to the location.

If the journey starts from home and the distance to the location is greater than if the journey started from the office, then a flag will highlight the difference between the home to location and office to location when saving the expense.

To learn about flags and how your organisation can configure them, view [Create a Flag Rule](#).

**Note:** The flag is the 'Home to location greater' flag and is set to display immediately.

Deduct Home to Office distance every time Home is visited

A deduction for your Home to Office distance will be made when the start address is home and a deduction for your Office to Home distance will be made when end address is home. The deduction will be made every time your home address is visited in the journey.

Example:



	From	To	Distance Details		Passengers
1	homeAddress	2 Low Moor Road, Lincoln	5.91	5.91	Add Passenger X
2	2 Low Moor Road, Lincoln	Damons Restaurant, 999 I	1.17	1.17	Add Passenger X
3	Damons Restaurant, 999 I	2 Low Moor Road, Lincoln	1.17	1.17	Add Passenger X
4	2 Low Moor Road, Lincoln	homeAddress	5.63	5.63	Add Passenger X
5	homeAddress	4 Hemswell Avenue, Linc	4.70	4.70	Add Passenger X
6	4 Hemswell Avenue, Linc	2 Low Moor Road, Lincoln	2.19	2.19	Add Passenger X
7	2 Low Moor Road, Lincoln	Tiamo, Sessions House, S	19.08	19.08	Add Passenger X
8	Tiamo, Sessions House, S	homeAddress	19.85	19.85	Add Passenger X

In this example the distance travelled totals **59.7 miles**. However, steps 1, 4, 5, and 8 which have Home within them will be deducted from the reimbursable total (using the Home to Office distances). In this case, it is **21.87 miles** (5.91 + 5.63 + 4.7 + 5.63).

Note that the distance of step 5 is 4.7. This is less than the normal Home to Office distance of 5.91 miles and will default to the lesser distance.

The image below shows the number of miles you will be able to claim for. In this case, it is **37.83 miles** (59.7 - 21.87).

Expense Items															
							Number of Miles	Date of Expense ▼	Expense Item	Reason	Other Details	NET	VAT	Total	Amount Payable
							37.83	02/03/2021	Work Mileage			£17.02	£0.00	£17.02	£17.02
							37.83					£17.02	£0.00	£17.02	£17.02

Clicking will show you a breakdown of each step which includes a 'Reimbursable Distance' column. Steps 1, 4, 5, and 8 have the correct Home to Office deductions applied.

Home to Office Mileage Deductions are enforced by your company policy.

A deduction of 5.91 Miles for your home to office distance will be made when start address is home and a deduction of 5.63 Miles office to home distance made when end address is home.

The deduction will be made every time your home address is visited in your journey.

Start Address	End Address	Number Miles	Number Passengers	Recommended Distance	Reimbursable Distance	Heavy/Bulky Equipment
Home	2 Low Moor Road, Lincoln, LN6 3JY	5.91	0	5.91	0.00	<input type="checkbox"/>
2 Low Moor Road, Lincoln, LN6 3JY	Damons Restaurant, 999 Doddington Road, Lincoln, LN6 3SE	1.17	0	1.17	1.17	<input type="checkbox"/>
Damons Restaurant, 999 Doddington Road, Lincoln, LN6 3SE	2 Low Moor Road, Lincoln, LN6 3JY	1.17	0	1.17	1.17	<input type="checkbox"/>
2 Low Moor Road, Lincoln, LN6 3JY	Home	5.63	0	5.63	0.00	<input type="checkbox"/>
Home	4 Hemswell Avenue, Lincoln, LN6 0BB	4.70	0	4.70	0.00	<input type="checkbox"/>
4 Hemswell Avenue, Lincoln, LN6 0BB	2 Low Moor Road, Lincoln, LN6 3JY	2.19	0	2.19	2.19	<input type="checkbox"/>
2 Low Moor Road, Lincoln, LN6 3JY	Tiamo, Sessions House, Sleaford, NG34 7SD	19.08	0	19.08	19.08	<input type="checkbox"/>
Tiamo, Sessions House, Sleaford, NG34 7SD	Home	19.85	0	19.85	14.22	<input type="checkbox"/>

### Deduct first and/or last Home to Office Distance from journey

A deduction for a Home to Office distance will be made when the start address is Home. A deduction for the Office to Home distance made when the end address is Home. The deduction will be made on the first and last Home address found in the journey.

Example:

	From	To	Distance Details		Passengers
1	homeAddress	2 Low Moor Road, Lincoln	5.91	5.91	<a href="#">Add Passenger</a> X
2	2 Low Moor Road, Lincoln	Damons Restaurant, 999 I	1.17	1.17	<a href="#">Add Passenger</a> X
3	Damons Restaurant, 999 I	2 Low Moor Road, Lincoln	1.17	1.17	<a href="#">Add Passenger</a> X
4	2 Low Moor Road, Lincoln	homeAddress	5.63	5.63	<a href="#">Add Passenger</a> X
5	homeAddress	4 Hemswell Avenue, Linc	4.70	4.70	<a href="#">Add Passenger</a> X
6	4 Hemswell Avenue, Linc	2 Low Moor Road, Lincoln	2.19	2.19	<a href="#">Add Passenger</a> X
7	2 Low Moor Road, Lincoln	Tiamo, Sessions House, S	19.08	19.08	<a href="#">Add Passenger</a> X
8	Tiamo, Sessions House, S	homeAddress	19.85	19.85	<a href="#">Add Passenger</a> X

In this example the distance travelled totals **59.7 miles**. However, step 1 starts at Home and step 8 ends at Home, so they will be deducted from the reimbursable total (using the Home to Office distances). The two steps (steps 1 and 8) from home to office (and vice versa) total **11.54 miles**.

The image below shows the number of miles you will be able to claim for. In this case, it is

48.16 miles (59.7 - 11.54).

Expense Items																
								Number of Miles	Date of Expense ▼	Expense Item	Reason	Other Details	NET	VAT	Total	Amount Payable
								48.16	02/03/2021	Work Mileage			£21.67	£0.00	£21.67	£21.67
								48.16					£21.67	£0.00	£21.67	£21.67

Clicking will show you a breakdown of each step which includes a 'Reimbursable Distance' column. Steps 1 and 8 have the correct Home to Office deductions applied.

Home to Office Mileage Deductions are enforced by your company policy.

A deduction of 5.91 Miles for your home to office distance will be made when start address is home and a deduction of 5.63 Miles office to home distance made when end address is home.

The deduction will be made on the first and last home address found in your journey.

Start Address	End Address	Number Miles	Number Passengers	Recommended Distance	Reimbursable Distance	Heavy/Bulky Equipment
Home	2 Low Moor Road, Lincoln, LN6 3JY	5.91	0	5.91	0.00	<input type="checkbox"/>
2 Low Moor Road, Lincoln, LN6 3JY	Damons Restaurant, 999 Doddington Road, Lincoln, LN6 3SE	1.17	0	1.17	1.17	<input type="checkbox"/>
Damons Restaurant, 999 Doddington Road, Lincoln, LN6 3SE	2 Low Moor Road, Lincoln, LN6 3JY	1.17	0	1.17	1.17	<input type="checkbox"/>
2 Low Moor Road, Lincoln, LN6 3JY	Home	5.63	0	5.63	5.63	<input type="checkbox"/>
Home	4 Hemswell Avenue, Lincoln, LN6 0BB	4.70	0	4.70	4.70	<input type="checkbox"/>
4 Hemswell Avenue, Lincoln, LN6 0BB	2 Low Moor Road, Lincoln, LN6 3JY	2.19	0	2.19	2.19	<input type="checkbox"/>
2 Low Moor Road, Lincoln, LN6 3JY	Tiamo, Sessions House, Sleaford, NG34 7SD	19.08	0	19.08	19.08	<input type="checkbox"/>
Tiamo, Sessions House, Sleaford, NG34 7SD	Home	19.85	0	19.85	14.22	<input type="checkbox"/>

Deduct full home to office distance if journey starts/finishes at home

If the start address is Home, then a deduction of the claimant's full Home to Office distance will be applied. If the end address is Home, a deduction of the claimant's full Office to Home distance will be applied.

Example:

	From	To	Distance Details		Passengers
1	homeAddress	2 Low Moor Road, Lincoln	5.91	5.91	Add Passenger X
2	2 Low Moor Road, Lincoln	Damons Restaurant, 999 I	1.17	1.17	Add Passenger X
3	Damons Restaurant, 999 I	2 Low Moor Road, Lincoln	1.17	1.17	Add Passenger X
4	2 Low Moor Road, Lincoln	1 Hemswell Avenue, Linc	1.85	1.85	Add Passenger X
5	1 Hemswell Avenue, Linc	4 Hemswell Avenue, Linc	0.11	0.11	Add Passenger X
6	4 Hemswell Avenue, Linc	1 Hemswell Avenue, Linc	0.11	0.11	Add Passenger X

In this example, the distance travelled totals **10.32 miles**. However, step 1 starts at Home and will be deducted from the reimbursable total (using the Home to Office distances).

The image below shows the number of miles you will be able to claim for. In this case, it is **4.41 miles** (10.32 - 5.91).

Expense Items															
							Number of Miles	Date of Expense	Expense Item	Reason	Other Details	NET	VAT	Total	Amount Payable
							4.41	02/03/2021	Work Mileage			£1.98	£0.00	£1.98	£1.98
							4.41					£1.98	£0.00	£1.98	£1.98

Clicking will show you a breakdown of each step which includes a 'Reimbursable Distance' column.

Home to Office Mileage Deductions are enforced by your company policy.

If the start address is home then a deduction of your full home to office distance (5.91 Miles) will be applied, if the end address is home then a deduction of your full office to home distance (5.63 Miles) will be applied.

The full distance deduction will be made if the journey starts at your home address and another full distance deduction will be made if the journey ends at your home address, deducting off adjacent steps if less than the required deductible distance.

Start Address	End Address	Number Miles	Number Passengers	Recommended Distance	Reimbursable Distance	Heavy/Bulky Equipment
Home	2 Low Moor Road, Lincoln, LN6 3JY	5.91	0	5.91	0.00	<input type="checkbox"/>
2 Low Moor Road, Lincoln, LN6 3JY	Damons Restaurant, 999 Doddington Road, Lincoln, LN6 3SE	1.17	0	1.17	1.17	<input type="checkbox"/>
Damons Restaurant, 999 Doddington Road, Lincoln, LN6 3SE	2 Low Moor Road, Lincoln, LN6 3JY	1.17	0	1.17	1.17	<input type="checkbox"/>
2 Low Moor Road, Lincoln, LN6 3JY	1 Hemswell Avenue, Lincoln, LN6 0AA	1.85	0	1.85	1.85	<input type="checkbox"/>
1 Hemswell Avenue, Lincoln, LN6 0AA	4 Hemswell Avenue, Lincoln, LN6 0BB	0.11	0	0.11	0.11	<input type="checkbox"/>
4 Hemswell Avenue, Lincoln, LN6 0BB	1 Hemswell Avenue, Lincoln, LN6 0AA	0.11	0	0.11	0.11	<input type="checkbox"/>

Deduct fixed number of miles every time Home is visited

This option will deduct a fixed number of miles from each claim where a journey has visited home.

Example:

	From	To	Distance Details		Passengers
1	homeAddress	2 Low Moor Road, Lincoln	5.91	5.91	<a href="#">Add Passenger</a> X
2	2 Low Moor Road, Lincoln	Damons Restaurant, 999 I	1.17	1.17	<a href="#">Add Passenger</a> X
3	Damons Restaurant, 999 I	2 Low Moor Road, Lincoln	1.17	1.17	<a href="#">Add Passenger</a> X
4	2 Low Moor Road, Lincoln	homeAddress	5.63	5.63	<a href="#">Add Passenger</a> X
5	homeAddress	4 Hemswell Avenue, Linc	4.70	4.70	<a href="#">Add Passenger</a> X
6	4 Hemswell Avenue, Linc	2 Low Moor Road, Lincoln	2.19	2.19	<a href="#">Add Passenger</a> X
7	2 Low Moor Road, Lincoln	Tiamo, Sessions House, S	19.08	19.08	<a href="#">Add Passenger</a> X
8	Tiamo, Sessions House, S	homeAddress	19.85	19.85	<a href="#">Add Passenger</a> X

In this example the distance travelled totals **59.7 miles**. However, each time Home is visited the fixed amount of **2 miles** will be deducted from the reimbursable amount (this is configured by your organisation, so may differ). Steps 1, 4, 5, and 8 deduct this fixed amount. The steps which feature Home total **8.00 miles**.

The image below shows the number of miles you will be able to claim for. In this case, it is **51.7 miles** (59.7 - 8.00).

Expense Items																
								Number of Miles	Date of Expense ▼	Expense Item	Reason	Other Details	NET	VAT	Total	Amount Payable
								51.70	02/03/2021	Work Mileage			£23.27	£0.00	£23.27	£23.27
								51.70					£23.27	£0.00	£23.27	£23.27

Clicking will show you a breakdown of each step which includes a 'Reimbursable Distance' column.

Home to Office Mileage Deductions are enforced by your company policy.

A deduction of 2 Miles for your home to office distance will be made when start address is home and a deduction of 2 Miles office to home distance made when end address is home.

The deduction will be made every time your home address is visited in your journey.

Start Address	End Address	Number Miles	Number Passengers	Recommended Distance	Reimbursable Distance	Heavy/Bulky Equipment
Home	2 Low Moor Road, Lincoln, LN6 3JY	5.91	0	5.91	3.91	<input type="checkbox"/>
2 Low Moor Road, Lincoln, LN6 3JY	Damons Restaurant, 999 Doddington Road, Lincoln, LN6 3SE	1.17	0	1.17	1.17	<input type="checkbox"/>
Damons Restaurant, 999 Doddington Road, Lincoln, LN6 3SE	2 Low Moor Road, Lincoln, LN6 3JY	1.17	0	1.17	1.17	<input type="checkbox"/>
2 Low Moor Road, Lincoln, LN6 3JY	Home	5.63	0	5.63	3.63	<input type="checkbox"/>
Home	4 Hemswell Avenue, Lincoln, LN6 0BB	4.70	0	4.70	2.70	<input type="checkbox"/>
4 Hemswell Avenue, Lincoln, LN6 0BB	2 Low Moor Road, Lincoln, LN6 3JY	2.19	0	2.19	2.19	<input type="checkbox"/>
2 Low Moor Road, Lincoln, LN6 3JY	Tiamo, Sessions House, Sleaford, NG34 7SD	19.08	0	19.08	19.08	<input type="checkbox"/>
Tiamo, Sessions House, Sleaford, NG34 7SD	Home	19.85	0	19.85	17.85	<input type="checkbox"/>

### Junior doctors rotational mileage

If your journey is from 'Home' to 'Office' or 'Office' to 'Home', then a deduction will be made that is equal to the distance between 'Home' and your **current work location**. This will be paid at the **Public Transport Rate**. If your journey contains a destination other than 'Home' or 'Office', this journey is classed as an 'Official Journey'.

For an 'Official Journey', all mileage will be paid at your Vehicle Journey Rate, apart from the distance between your home and any other destination. This will be paid at the full Vehicle Journey

Rate less the 'Public Transport Rate' for the distance between your current work (office) and the destination.

For more information on the junior doctor's rotational mileage rule, view [Junior Doctors Rotational Mileage](#).

### Deduct full home to nominated base for every journey step

This option is intended for employees who have a nominated base as well as a placement address or addresses where they are currently working, for example junior doctors on rotation to different hospitals and clinics.

Enabling this option will allow the additional distance (excess mileage) the employee is travelling to work as a result of being relocated to be claimed.

When enabled, the distance from the employee's home address to the nominated base will be calculated and regarded as the normal daily commute.

This number of miles will be deducted from every journey step making up the mileage expense item, allowing the distance from home to any placement address distance to be claimed as relocation mileage minus the daily commute.

Example:

A deduction for Home to Nominated Base will be made for every journey step making up the mileage claimed.

	From	To	Distance Details		
1	home	Micro Biology Department	35.87	35.87	X
2	Micro Biology Department	Peterborough Hospitals N	52.09	52.09	X
3	Peterborough Hospitals N	Pilgrim Hospital, Sibsey R	34.19	34.19	X
4	Pilgrim Hospital, Sibsey R	Maggies, St. James's Univ	105.15	105.15	X
5	Maggies, St. James's Univ	home	84.71	84.71	X

In this example **35.87** miles is the Home to Nominated Base distance and is the first journey step in this mileage claim example.

In journey steps 2 and 3 the claimant visits other work addresses that are defined in the claimant's employee record.

And in journey step 4 the claimant travels to other hospital location that is not a work address, before returning home.

The Home to Nominated Base distance of **35.87** miles will be deducted from each journey step where the distance travelled is more than 35.87 miles, for example from journey steps 1, 2, 4 and 5. Where the distance travelled is less than 35.87 miles the reimbursable distance becomes zero.

This then allows the relocation mileage to be claimed for each work address, or for business mileage to be claimed, with a deduction for the distance regarded as the normal daily commute.

**Expense Items**

		Number of Miles	Date of Expense	Expense Item	Reference Number	Reason for expense ▲	NET	VAT	Total	Amount Payable
		134.34	06/06/2022	HomeToNominatedDeduction	194-000005	Conference / Exhibition	£60.45	£0.00	£60.45	£60.45

Clicking will show you a breakdown of each step which includes a 'Reimbursable Distance' column. Steps 1 and 5 have the correct Home to Nominated Base deductions applied.

Start Address	End Address	Number Miles	Number Passengers	Recommended Distance	Reimbursable Distance	Heavy/Bulky Equipment
Home	Micro Biology Department, County Hospital, Lincoln, LN2 5RF	35.87	0	35.87	0.00	<input type="checkbox"/>
Micro Biology Department, County Hospital, Lincoln, LN2 5RF	Peterborough Hospitals NHS Trust, Peterborough City Hospital, Peterborough, PE3 9GZ	52.09	0	52.09	16.22	<input type="checkbox"/>
Peterborough Hospitals NHS Trust, Peterborough City Hospital, Peterborough, PE3 9GZ	Pilgrim Hospital, Sibsey Road, Boston, PE21 9QS	34.19	0	34.19	0.00	<input type="checkbox"/>
Pilgrim Hospital, Sibsey Road, Boston, PE21 9QS	Maggies, St. James's University Hospital, Leeds, LS9 7BE	105.15	0	105.15	69.28	<input type="checkbox"/>
Maggies, St. James's University Hospital, Leeds, LS9 7BE	Home	84.71	0	84.71	48.84	<input type="checkbox"/>

[close](#)