Read This First

This page is for you. It explains what to record and why it matters.

Why keep a mileage log

For most self-employed cleaners, mileage is the biggest single expense they have, and the one most often left unclaimed. Every business mile you drive reduces your taxable profit. Over a year of driving between clients, that adds up to a serious amount off your tax bill.

HMRC expects you to be able to show how you arrived at the figure you claim. A log like this one is exactly that evidence. Without it, you are guessing, and guesses tend to be low.

What counts as business mileage

- Driving between clients' properties during the working day.
- Trips to buy cleaning products, equipment or supplies.
- Trips to viewings, quotes and client meetings.
- Trips to the bank, accountant or post office on business.

Personal trips do not count, even if you stop at a client on the way. For journeys between home and a client's property, HMRC's rules depend on how your business is set up. Most self-employed cleaners with no fixed workplace can include these, but check HMRC's guidance on business travel if you are unsure.

How the claim works

The simplest method is HMRC's flat rate per mile, which covers fuel, insurance, servicing, wear and tear, everything. You do not need fuel receipts. You just need the miles.

For the 2026/27 tax year the rate is 55p per mile for the first 10,000 business miles and 25p per mile after that. The free Mileage Allowance Calculator on the Clarito website turns your total into a figure for your tax return.

The alternative is claiming the actual running costs of the vehicle in proportion to business use. That needs far more record keeping. Once you have chosen a method for a vehicle you generally have to stick with it, so the flat rate is the usual choice for solo cleaners.

How to use this log

- **Page 2** is the weekly log. Print one per week, or as many as you need, and keep it in the car. Fill it in as you go, not at the end of the month from memory.
- Record the date, where you drove from and to, why, and the miles. A postcode or client name is enough for from and to. The odometer columns are optional but make the log much harder to dispute.
- **Page 3** is the annual summary. At the end of each month, add up the week sheets and write the total on one line. At the end of the tax year you have your figure.
- Keep the completed sheets with your other tax records. HMRC can ask to see them for up to five years after the filing deadline.

A note on this log

This is a general record-keeping template, not tax advice. Rates and rules change; check HMRC's current guidance or ask an accountant if you are unsure what you can claim.

If you use Clarito, mileage between jobs is recorded from your schedule and totalled on the Finance page, so the log keeps itself.

Clarito

Free Mileage Log

✓ Free download ✓ No sign-up required

Weekly Mileage Log

Fill in as you go. One line per journey.

Week beginning: ____________ **Vehicle:** ____________ **Name:** ____________

Date	From	To	Purpose	Odometer start	Odometer end	Miles
Total business miles this week						

Annual Mileage Summary

One line per month. Add up your weekly sheets at the end of each month.

Tax year: _____ **Vehicle:** _____ **Name:** _____

Month	Business miles	Running total	Rate applied	Amount (miles x rate)
April				
May				
June				
July				
August				
September				
October				
November				
December				
January				
February				
March				
Year total				

Rate for 2026/27: 55p per mile for the first 10,000 business miles in the tax year, 25p per mile after that. Use the running total column to see when you pass 10,000. Check HMRC's current rates each April.

Notes