

How to claim mileage for a business journey

Get paid back for business trips in your own car, motorbike or bicycle — Mighty works out the amount for you.

Expenses

Last updated 17 September 2026

When you use your own car, motorbike or bicycle for a business journey, your company can pay you back a set amount for every mile. This is called a mileage claim. You don't pay tax on the money, and it lowers your company's tax bill too. This guide shows you how to add a journey in Mighty.

What counts as a business journey

A business journey is a trip you make for work. Driving to a customer, to a supplier, to a training course or to a temporary place of work all count.

Your normal commute does not count. If you travel from home to the same office every day, that is an ordinary journey to work and you can't claim it.

If you're not sure about a journey, ask your accountant before you add it.

How much you get for each mile

HMRC (the UK tax authority) sets the most your company can pay you for each mile without any tax to pay. Mighty uses these rates for you, based on the date of the journey.

How you travelled	Rate for each mile
Car — your first 10,000 miles in the tax year	55p (45p for journeys before 6 April 2026)
Car — every mile after 10,000	25p
Motorbike	24p
Bicycle	20p

These rates cover your fuel and the wear on your vehicle. So you can't also claim for petrol, insurance or repairs on the same car.

If someone else from your company travelled with you in your car, tick **Additional passenger**. You get an extra 5p for each mile. You only see this box if your company has more than one person in it.

The 10,000 mile limit

The higher car rate only covers your first 10,000 business miles in a tax year (6 April to 5 April). After that, each mile is paid at 25p.

You don't need to keep count. Mighty adds up each person's miles for the tax year and changes the rate at the right point. A round trip counts as the miles there and the miles back.

The limit is for each person, not for the company. If two of you claim mileage, you each get your own 10,000 miles.

Your list of journeys

Everything you've claimed is on **Expenses > Mileage Claims**. The two figures at the top show the miles and the money you've claimed this tax year. Use **Employee** and **Year** to look at another person or an earlier year.

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Mileage Claims

Add mileage

...

Employee

David Smith

Year

2026

Miles

768

miles claimed this year

How mileage claims work →

Total claim

£422.40

This tax year

How to get paid back →

Search

Date ↓	Name	Start location	Destination	Miles	Round trip	Transport type	Additional passenger	Total miles	Total claim	
05/06/2026	David Smith	W2 1AY	M16 0RA	201	✓	Car		402	£221.10	...
05/05/2026	David Smith	WD17 2WH	M2 1BB	183	✓	Car		366	£201.30	...

2026

Mighty

Journeys with more than one stop

If you visited several places in one trip, select **Build Journey** instead of **Lookup**. Add each part of the trip as a leg, then select **Calculate**. Mighty adds the legs together. Select **Confirm & Use** to put the total into your claim.

Build Journey

×

Add each leg of your journey. We'll calculate each leg and total them up, then copy the start, final destination and total miles into your mileage entry.

From

WD17 2WH

To

B1 1BB

102 mi ×

From

B1 1BB

To

M2 1BB

88 mi ×

+ Add Leg

Calculate

Total: 190 miles

Cancel

Confirm & Use

On your phone

The same screen works on your phone. Select the + button to add a journey. Your phone can also record a journey for you as you travel — see [How to track a journey with your phone](#).

M

Mileage

+

David Smith

2026

Search

768.00

Miles

£422.40

Total Claim

W2 1AY → M16 0RA

£221.10

05/06/2026

402.00 mi (round trip)

Car

WD17 2WH → M2 1BB

£201.30

05/05/2026

366.00 mi (round trip)

Car

Common questions

How do I change or delete a journey?

Select the three dots at the end of the journey's row. Choose **Edit** to change it, **Duplicate** to copy it for a trip you make often, or **Delete** to remove it. Mighty works out the amounts again for you.

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Add mileage

EmployeeDavid Smith

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05/06/2026	David Smith	W2 1AY	M16 ORA	201	✓	Car		402	£221.10	⋮
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Edit

Duplicate

Notes

Attachments

Delete

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Why can't I change an old journey?

Your accounting period is the 12 months your company's accounts cover. Once your accountant has finished and locked a period, journeys in it can't be changed. If one needs correcting, ask your accountant.

Do I need to keep proof?

Keep a note of why you made each trip. Use **Notes** to write the reason, such as "Meeting with a customer". You can also add a photo or file with **Attach receipt**. If your company is VAT registered, read [Mileage, VAT and company cars](#) — you need a fuel receipt.

What if the car belongs to the company?

Tick **Is this a company car?** on the form. Company cars are paid at a lower, fuel-only rate. [Mileage, VAT and company cars](#) explains how it works.

I can't add mileage for someone

Each person needs permission to claim expenses. Your company's main user can turn this on by opening the person's record and ticking **Can they claim expenses?**

How do I get the money?

Adding a journey records what your company owes you. To get paid, see [How to get your mileage paid back](#).

How to do it in Mighty

1 Open Mileage Claims and select Add mileage

From the menu, choose Expenses, then Mileage Claims. The Add mileage form opens by itself when you arrive. If you closed it, select the blue Add mileage button at the top right.

Mileage Claims

Add mileage

2 Enter the date and where you went

Pick the Date of the journey. Enter the postcode you set off from in Start location, and the postcode you went to in Destination.

Add mileage

Date

17/09/2026

User

David Smith

☐ Is this a company car? ⓘ

Start location ⓘ

Destination ⓘ

Lookup

Build Journey

Miles

0

Round trip ⓘ

☐

Additional passenger ⓘ

☐

Total miles

0

Transport type

Car

Engine type

Petrol 1401 to 2000cc

To be recharged to a client ⓘ

☐

Notes ⓘ

Attach receipt ⓘ

Choose File

No file chosen

Cancel

Save

3 Select Lookup to work out the miles

Select Lookup and Mighty fills in the Miles for the drive between the two postcodes. You can change the number if your real route was different.

Add mileage

Date

17/09/2026

User

David Smith

☐

Is this a company car? ⓘ

Start location ⓘ

WD17 2WH

Destination ⓘ

M2 1BB

Lookup

Build Journey

Miles

183

Round trip ⓘ

☐

Additional passenger ⓘ

☐

Total miles

183

Transport type

Car

Engine type

Petrol 1401 to 2000cc

Which engine type to choose →

To be recharged to a client ⓘ

☐

Notes ⓘ

Attach receipt ⓘ

Choose File

No file chosen

Cancel

Save

4 Tick Round trip if you came back again

Tick Round trip if you drove there and back. Mighty doubles the miles for you, and Total miles shows the full distance.

Add mileage

Date

17/09/2026

User

David Smith

☐

Is this a company car? ⓘ

Start location ⓘ

WD17 2WH

Destination ⓘ

M2 1BB

Lookup

Build Journey

Miles

183

Round trip ⓘ

☒

Additional passenger ⓘ

☐

Total miles

366

Transport type

Car

Engine type

Petrol 1401 to 2000cc

Which engine type to choose →

To be recharged to a client ⓘ

☐

Notes ⓘ

Attach receipt ⓘ

Choose File

No file chosen

Cancel

Save

5 Check the Transport type

Choose Car, Motorbike or Bicycle in Transport type. Each one is paid at a different rate for each mile.

Add mileage

Date

17/09/2026

User

David Smith

Is this a company car?

Start location

Destination

Lookup

Build Journey

Miles

0

Round trip

Additional passenger

Total miles

0

Transport type

Car

Engine type

Petrol 1401 to 2000cc

Which engine type to choose

To be recharged to a client

Notes

Attach receipt

Choose File

No file chosen

Cancel

Save

6 Select Save

Select Save. Your journey appears in the list with the amount in Total claim, and the Total claim figure at the top goes up.

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Related guides

- Claiming Travel & Subsistence Expenses: What You Can and Can't Expense
- Expense Mileage Through Your Company

Read this guide online (always the latest version): <https://app.mightyaccounting.com/Knowledge/article/claiming-mileage>