

How to get your mileage paid back

See what your company owes you, pay yourself, and tell Mighty what the payment was for.

[Paying Yourself](#)[Expenses](#)

Last updated 17 September 2026

When you add a mileage claim, Mighty records that your company owes you money. No money moves until you pay yourself from the business bank account. This guide shows you how to see what you're owed, and how to tell Mighty what the payment was for.

This guide follows on from [How to claim mileage for a business journey](#).

See what you're owed

Open **Expenses > Mileage Claims**. **Total claim** shows the mileage you've claimed this tax year.

Mileage Claims

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 →](#)

[Add mileage](#) ...

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

For the full picture, open **Expenses > Expense Claims**. **Unpaid expenses** is the amount your company still owes you. It includes your mileage and anything else you've paid for personally. **Total mileage claims** shows how much of your claims this year is mileage.

Mileage and expenses are paid back together

Mighty keeps one running total for each person: everything the company owes them for mileage and for expenses they paid for themselves. In Mighty this total is called **Reimbursed Expenses** ("reimbursed" means

paid back).

So you don't need to match a payment to each journey. You can pay yourself back for one trip, for a whole month, or for mileage and expenses in a single payment. Each payment takes that amount off what you're owed.

Choose **Reimbursed Expenses** for these payments, not a travel or motor category. Your mileage claim has already recorded the travel cost. Choosing a travel category for the payment would count the cost twice.

Charging a journey on to a customer

If a customer has agreed to pay for your travel, tick **To be recharged to a client** when you add the journey. Mighty then offers the journey to you when you next create an invoice for a customer, so you don't forget to bill it.

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

You still get paid back by your company in the same way. Recharging is about what your customer pays your company. [Recharging expenses to clients explained](#) covers it in full.

Common questions

Do I have to pay back the exact amount?

No. You can pay a round figure, or less than you're owed. Mighty takes each payment off your total, and **Unpaid expenses** shows what's left.

I paid myself before I added the journeys

That's fine. Approve the payment as **Reimbursed Expenses**, then add your journeys. Once they're in, the two balance out. Try to add journeys soon after you make them, so your figures stay right.

More than one person claims mileage

Pay each person separately, and choose the right name in **Who was reimbursed?** for each payment. Mighty keeps a separate total for each person. If only one person in your company can claim expenses, Mighty fills in their name for you.

Can I see all my mileage in a report?

Yes. Open **Reports** and choose **Expense Report**. It lists your mileage claims along with your other expenses.

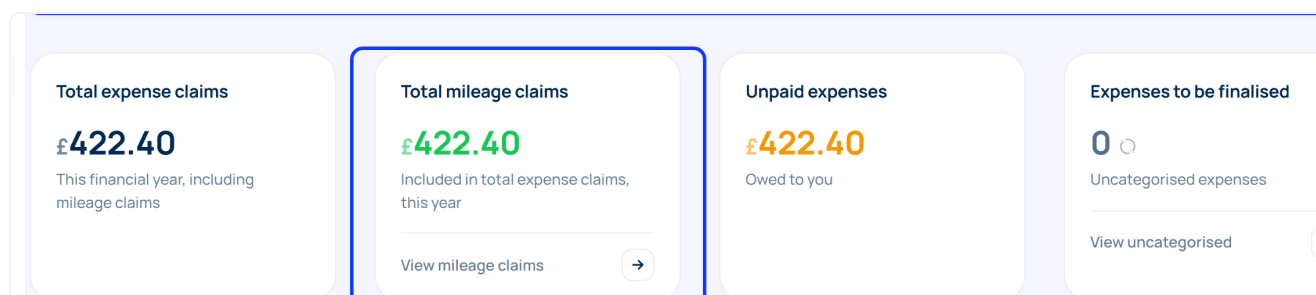
The payment hasn't appeared in Mighty

Payments arrive from your bank feed, usually within a day. If you don't use a bank feed, upload your statement or add the payment yourself from the **Bookkeeping** screen.

How to do it in Mighty

1 Check how much you are owed

From the menu, choose Expenses, then Expense Claims. Unpaid expenses shows what your company owes you in total. Total mileage claims shows how much of that is mileage.



2 Pay yourself from the business bank account

Use your online banking to send the money from the business account to your own account. A reference like "Expenses repayment" helps you spot it later. This step happens at your bank, not in Mighty.

3 Open the payment in Mighty

From the menu, choose Bookkeeping. When the payment shows under To approve, select it.

Name

D.Attenborough

Description

Expenses repayment

Transaction Date

30/12/2026

Money out

-£557.70

Category

Select category below

VAT Type

Standard 20% ▾

VAT Rate

0

Amount

-557.70

[Test against rules](#)

[add/view attachment \(0\)](#)

[split transaction](#)

Select which category this transaction belongs to

Reimbursed

Clear

Search

\$

Reimbursed Expenses

Reimbursing yourself for business expenses you have incurred personally

?

Previous

Approve

Next

Transaction 1 of 15

4 Choose Reimbursed Expenses

Type Reimbursed in the search box, select Search, then select the Reimbursed Expenses category.

Name

D.Attenborough

Description

Expenses repayment

Transaction Date

30/12/2026

Money out

-£557.70

Category

Select category below

VAT Type

Standard 20% ▾

VAT Rate

0

Amount

-557.70

[Test against rules](#)

[add/view attachment \(0\)](#)

[split transaction](#)

Select which category this transaction belongs to

Reimbursed

Clear

Search

\$

Reimbursed Expenses

Reimbursing yourself for business expenses you have incurred personally

?

Previous

Approve

Next

Transaction 1 of 15

5 Say who was paid back

Choose the person who received the money in Who was reimbursed?

Name	Description	Transaction Date	Money
D.Attenborough	Expenses repayment	30/12/2026	-£557
Category	VAT Type	VAT Rate	Amount
Reimbursed Expenses	Clear Outside The Scc	0	-557.70
Test against rules		add/view attachment (0) split transa	
Who was reimbursed? David Smith			
Previous Approve Next			
Transaction 1 of 15			

6 Select Approve

Select Approve. Mighty takes the payment off what the company owes that person, and Unpaid expenses goes down.

Name	Description	Transaction Date	Money
D.Attenborough	Expenses repayment	30/12/2026	-£557
Category	VAT Type	VAT Rate	Amount
Reimbursed Expenses	Clear Outside The Scc	0	-557.70
Test against rules		add/view attachment (0) split transa	
Who was reimbursed? David Smith			
Previous Approve Next			
Transaction 1 of 15			

Related guides

- [Expense Mileage Through Your Company](#)
- [Recharging Expenses to Clients Explained](#)

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