UK Expense Mileage & HMRC Rates

User Guide · Odoo 18 / 19

HR & People

Technical module name: gb_uk_expense_mileage_hmrc_rates

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1. Overview

Mileage too often lives in spreadsheets. This module records business mileage claims at the correct HMRC Approved Mileage Allowance Payment (AMAP) rates, supports multiple vehicles, keeps a journey log and routes claims through approval before they become expenses for reimbursement.

HMRC AMAP rates are baked in — 45p per mile for the first 10,000 business miles and 25p thereafter for cars/vans — and the claim automatically applies the right tier. From an approved claim the module can create the linked HR expense.

Who is it for?

- Employees claiming business mileage
- Line managers approving mileage claims
- Finance and HR teams who want HMRC-correct mileage reimbursement

UK context

Uses the HMRC AMAP scheme (45p/25p for cars and vans, with the 10,000-mile threshold) so claims are reimbursed at the statutory rate.

2. Installation

The module is delivered as a standard Odoo application and installs cleanly on both Odoo 18 and Odoo 19 Community or Enterprise.

Step	Action
1	Enable developer/apps — Log in as an administrator and open the Apps menu.
2	Update the app list — Click Update Apps List so Odoo picks up newly added modules.
3	Search — Search for "UK Expense Mileage & HMRC Rates" (technical name gb_uk_expense_mileage_hmrc_rates).
4	Install — Press Install. Required dependencies (hr_expense) are installed automatically.

After installation a new top-level menu, Mileage, appears in the main menu bar.

3. Configuration

Open Mileage ▸ Configuration. Maintain the HMRC Rates table (vehicle type, rate per mile, threshold) and Approval Policies (tiers that decide who approves which amounts).

Each employee can have one or more vehicles under Vehicles; the journey lines on a claim reference the vehicle so the correct rate applies.

Key configuration records

Field	Description
HMRC AMAP Rate	Rate per mile by vehicle type with the threshold (e.g. 45p up to 10,000 miles, 25p after).
Approval Policy / Tier	Defines approval tiers and thresholds for routing claims.
Employee Vehicle	A vehicle belonging to an employee, used on journey lines.

4. Step-by-step Walkthrough

A mileage claim runs through Draft → Submitted → Approved → Reimbursed (or Refused):

Step	Action
1	Create a claim — Open Claims and start a new mileage claim for the employee.
2	Add journeys — Add journey lines (date, from/to, miles, vehicle). The HMRC rate is applied automatically.
3	Recompute — Use Recompute to recalculate the amount across rate tiers if miles change.
4	Submit — Press Submit to send the claim for approval.
5	Approve / refuse — The approver presses Approve or Refuse per the policy.
6	Create expense — On an approved claim use Create Expense to generate the linked HR expense.
7	Reimburse — Once paid, mark the claim Reimbursed.

Status flow

Records move through the following statuses:

- Claim: Draft → Submitted → Approved → Reimbursed (or Refused)

5. Feature Reference

HMRC AMAP rates

Built-in 45p/25p car & van rates with the 10,000-mile threshold; the correct tier is applied automatically as miles accumulate.

Multi-vehicle journey log

Employees keep several vehicles and log each journey (date, route, miles, vehicle) on the claim.

Approval workflow

Configurable approval policies and tiers route claims to the right approver before reimbursement.

Expense integration

Create the linked HR expense directly from an approved claim, ready for reimbursement through standard Odoo Expenses.

Year-to-date report

The YTD report tracks miles and amounts per employee, so the threshold tier is tracked across the year.

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6. Tips, Troubleshooting & FAQ

Q: Which mileage rates are used?
A: HMRC AMAP rates — 45p for the first 10,000 business miles and 25p after, for cars and vans, held in the editable rates table.

Q: How is the 10,000-mile threshold handled?
A: The claim tracks cumulative miles and automatically switches from 45p to 25p once the threshold is crossed.

Q: Can an employee have more than one car?
A: Yes. Add multiple vehicles and reference the relevant one on each journey line.

Q: How does reimbursement work?
A: Create Expense turns the approved claim into a standard HR expense, which is reimbursed through Odoo Expenses.

Q: Who approves claims?
A: Approval policies/tiers determine the approver; claims must be Approved before an expense is created.

Q: Are the rates editable?
A: Yes — HMRC Rates is a maintained table you can update when HMRC changes the figures.

7. Support

We are glad to help you get the most out of UK Expense Mileage & HMRC Rates.

- Email: support@pokutsoft.com
- Apps & documentation: https://pokutsoft.com
- Please include your Odoo version (18 or 19) and the module version (18.0.1.0.0) when contacting support.

This module performs format generation and in-Odoo bookkeeping only. Where a third party (HMRC, a pension provider, a payroll bureau, a bank) is involved, the customer uses their own credentials/account to file or transmit. No filing is done on your behalf.

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