

**FORWARD TO the Payroll Department @  
CORPORATE HEAD OFFICE**

**EMAIL: [Payroll@terracat.co.nz](mailto:Payroll@terracat.co.nz)**

## **Mileage Claim Form**

Claimers name: **Jess Beattie**

Cost Centre: **2600**

Branch: **Head Office - Christchurch**

Date: **22/02/2021**

Company vehicle not available Yes / **No**  
(circle one)

Reason for use of private vehicle

**Picked up x2 phones from Ezi Shop after being  
repaired**

Distance claimed (kms)

**14.0**

Cents claimed per km

**0.79c**

TOTAL CLAIM (\$)

**\$11.06**

Claimer's signature 

Manager's signature

Put in inter-office mail attention to Pay Office Corporate Christchurch  
Or alternatively email [Payroll@terracat.co.nz](mailto:Payroll@terracat.co.nz)

The Payroll team will deduct income tax if appropriate from your claim and payment will be made in your next pay cycle.

The reason for this is that the Inland Revenue Department allows a tax free claim of 79c/km for the first 14,000 kms per year. Any amount paid to you in excess of this is taxable.

### **Note: Insurance and traffic infringements**

1. If you use your private vehicle for company use on a very regular basis, then your insurance company may require you to have a commercial insurance policy.
2. Any excess, accident costs or traffic fines are at the employee's expense.