



FORWARD TO the Pay Office in the  
Christchurch Support Office

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

## Mileage Claim Form

Claimer's name: **Jess Beattie**

Cost Centre: **1425**

Branch/ Office: **Hornby Head Office**

Date: **13/12/2021**

Company vehicle not available

Yes / **No**  
(circle one)

Reason for use of private vehicle

**Dropped off a phone to repair shop**

Distance claimed (km)

**13.0 KM**

Cents claimed per km

**0.82c**

TOTAL CLAIM (\$)

**\$10.66**

Claimer's signature

Manager's signature

Put in inter-office mail attention to Pay Office, Christchurch Support Office  
Or 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 Inland Revenue allows a tax-free claim of 82c/km for the first 14,000 kms per year. Any amount paid to you above 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.