

**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: Christchurch HO

Date: 19/05/2021

Company vehicle not available

Yes / **No**  
(circle one)

Reason for use of private vehicle

Picked up 2 phones from repair shop and dropped off another

Distance claimed (kms)

14.0

Cents claimed per km

0.82c

TOTAL CLAIM (\$)

\$11.48

Claimer's signature J Beattie

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 82c/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.