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| --- | --- | --- | --- | --- | --- |
| **A yellow and black logo  Description automatically generated with medium confidence**  **Mileage Claim Form** | **FORWARD TO the Pay Office in the Christchurch Support Office**  **EMAIL: Payroll@terracat.co.nz** | | | | |
|  |
|  |  | | |  |  | |
| 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. | | | | | |
|  |  | | |  |  | |