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| **Mileage Claim Form** | **FORWARD TO the Payroll Department @ CORPORATE HEAD OFFICE**  **EMAIL: Payroll@terracat.co.nz** | | | | |
|  |
|  |  | | |  |  | |
| Claimers name: |  | | |  |  | |
|  |  | | |  |  | |
| Cost Centre: |  | | |  |  | |
|  |  | | |  |  | |
| Branch: |  | | |  |  | |
|  |  | | |  |  | |
| Date: |  | | |  |  | |
|  |  | | |  |  | |
| Company vehicle not available | Yes / No (circle one) |  |
|  |  | | |  |  | |
| Reason for use of private vehicle |  | | |  |  | |
|  |  | | |  |  | |
|  |  | | |  |  | |
|  |  | | |  |  | |
|  |  | | |  |  | |
|  |  | | |  |  | |
|  |  | | |  |  | |
| Distance claimed (kms) |  | | |  |  | |
|  |  | | |  |  | |
| Cents claimed per km |  | | |  |  | |
|  |  | | |  |  | |
| TOTAL CLAIM ($) |  | | |  |  | |
|  |  | | |  |  | |
|  |  | | |  |  | |
| 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 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. | | | | | |
|  |  | | |  |  | |