MILEAGE REIMBURSEMENT FORM

GreenSlate
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Delhi, NY 13753
(212) 206-1099
gslate.com

PRODUCTION COMPANY: _____ PRODUCTION TITLE: _____

EMPLOYEE NAME: _____ EMPLOYEE SS#: XXX - XX -

LOAN OUT CORP NAME: _____ FEDERAL ID #: _____

MILEAGE REIMBURSEMENT WILL BE PAID TO THE UNDERSIGNED EMPLOYEE

FOR THE PRO-RATABLE AMOUNT OF $ 0.725 PER MILE **X** 0.00 MILES = $ 0.00 TOTAL

If payments are being made for business use of employees' vehicle, such payments **must** be reported based on the number of **actual miles** of business use.

Currently, such payments for mileage would be non-taxable to employees, subject to a maximum payment of **$0.725 cents per mile.**

Any excess over the IRS limit will be considered as additional compensation subject to all withholding taxes.

***Signatures must be below for payment**

DATE	FROM	TO	ODOMETER IN	ODOMETER OUT	TOTAL MILES
				MILES GRAND TOTAL:	0.00
				PAYOUT GRAND TOTAL:	$ 0.00

Employee Signature & Date

Authorized Signature & Date