

MILEAGE REIMBURSEMENT FORM

GREENSLATE						gslate.com
PRODUCTION COMPANY:				PRODUCTION TITLE:		
EMPLOYEE NAME:				EMPLOYEE SS#:	XXX - XX -	
LOAN OUT CORP NAME:				FEDERAL ID #:		
MILEAGE REIMBURSEME	NT WILL BE PAID TO THE	UNDERSIGNED	EMPLOYEE			
FOR THE PRO-RATABLE AM	IOUNT OF	PER MILE	х	MILES =		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 **\$0.625 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

	1		
	MILES	GRAND TOTAL:	
			Image:

PAYOUT GRAND TOTAL:

GreenSlate 61 Main St

> Delhi, NY 13753 (212) 206-1099