

Kilometre reimbursement form

Contractor/Temporary Payroll - Australia

This form is to be used for all kilometre reimbursements whilst working on assignment with clients of Hays.

ATO non-taxable threshold per kilometre	
88 cents	<p>The ATO sets maximum rates per kilometre as a non-taxable reimbursement. If you claim more than this amount or claim over 5000km in a tax year then the reimbursement becomes taxable.</p> <p>If you are claiming above the ATO rate, tax will be withheld.</p> <p>You must be the owner/lessee of the car or have permission of the owner/lessee to drive the vehicle, and may be required to provide proof of ownership, engine size and service history. If you use your personal car on the business of Hays or the Client, or to and from work, you must have your own insurance, or accept all insurance liabilities as your own and you must ensure that your vehicle is in a road worthy condition, regularly serviced/ maintained and is currently insured. You understand that Hays or the Client does not insure your motor vehicle for any purpose and cannot be held responsible for any accident claims.</p>

Temp name	_____	Temp ID	_____
Company name	_____		
W/E date	_____	Job no.	_____
Type of vehicle	_____	Approx. date vehicle last serviced	_____
Signature:	_____	Date:	_____

Details of journeys				
Date	Journey Details	km	rate	Amount claimed
TOTALS				

Client approval	
I agree that the above claim is correct, and the journeys were undertaken whilst on business. I will reimburse this amount and statutory costs on receipt of an invoice from Hays.	
Name:	_____
Signature:	_____
Date:	_____
This form must be sent to your Hays Contact for payment prior to the payroll deadline. If the form is not fully completed and authorised, payment will not be made.	