

## Kilometre reimbursement form

### Contractor/Temporary Payroll – New Zealand

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

Maximum rates per kilometre	
83 cents	<p>The IRD sets maximum rates per kilometre as a non-taxable reimbursement.</p> <p><input type="checkbox"/> I am keeping a logbook - up to 14,000 km  <input type="checkbox"/> I am not keeping a logbook - up to 3,500 km</p> <p>If you claim more than these amounts in a tax year, then the reimbursement becomes <b>taxable</b>.</p> <p>You must be the owner/lessee of the car or <b>have permission of the owner/lessee to drive the vehicle</b>, 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 <b>and cannot be held responsible for any accident claims</b>.</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				
From	To	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.