



**GREENSLATE**

MILEAGE REIMBURSEMENT FORM

GreenSlate  
 150 W. 30th Street, Suite 405  
 New York, NY 10001  
 (212) 206-1099 tel.  
 (212) 206-1070 fax

PRODUCTION COMPANY: \_\_\_\_\_ PRODUCTION TITLE: \_\_\_\_\_  
 EMPLOYEE NAME: \_\_\_\_\_ EMPLOYEE SS#: \_\_\_\_\_  
 LOAN OUT CORP NAME: \_\_\_\_\_ FEDERAL ID #: \_\_\_\_\_

MILEAGE REIMBURSEMENT WILL BE PAID TO THE UNDERSIGNED EMPLOYEE  
 FOR THE PRO-RATABLE AMOUNT OF \$ \_\_\_\_\_ PER MILES/DAY  
 X \_\_\_\_\_ # OF MILES/DAY = \_\_\_\_\_ 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 \$. **560 cents PER MILE**. ANY EXCESS OVER IRS LIMIT WILL BE CONSIDERED AS ADDITIONAL COMPENSATION SUBJECT TO ALL WITHHOLDING TAXES.

\*SIGNATURES MUST BE BELOW FOR PAYMENT

DATE	FROM	TO	DESTINATION	MILES DRIVEN

\_\_\_\_\_  
 Employee Signature & Date

\_\_\_\_\_  
 Authorized Signature & Date