

Zinz Construction and Restoration, Inc.

6495 Mahoning Avenue

Austintown, OH 44515

330-332-7939

Zinz Design & Selection

Center, Inc.

6495 Mahoning Avenue

Austintown, Ohio 44515

330-792-7502

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Mileage Reimbursement Form | | | | | | | | | | | |
|  | | | | | | | | | | | |
| Employee Name | | | | | | | | Date | | | |
| Home Street Address | | | | | | | | Days in Calculation | | | |
| City | | State | | | | Zip Code | | Normal Commute Miles | | | |
|  | | | | | | | | | | | |
| **MILEAGE REIMBURSEMENT CALCULATION** | | | | | | | | | | | |
| **DATE** | **Job Names** | | | **MILEAGE** | | | | | | **DAILY MILES** | |
| ***(list stops made thru out the day)*** | | | ***Start*** | | | | ***End*** | |
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| Additional Notes: | |  | |  | | | |  | |  | |
|  | | | |  | | | | Subtotal | |  | |
| Days in Calculation | | | |  | |  | |
| Normal Home-to-Work Commute ( x ) | | | |  | |  | |
| Total Non-Reimbursed Mileage ( - ) | | | | | |  | |
| Total Reimbursable Mileage ( = ) | | | | | |  | |
| \* Employee must enclose current copy of Proof of Insurance for Reimbursement | | | | Reimbursement Rate ( x ) | | | | | |  | |
| Requested Reimbursement ( = ) | | | | | |  | |
|  | |  | |  | | |  | | | | |
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|  | |  |  |  |  | | | |  | |  |
| Approved by | |  | Date |  | Employee Signature | | | |  | | Date |