

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

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| --- |
| 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 ( = ) |   |
|  |  |  |  |
|  |
|   |   |  |   |  |  |  |
| Approved by |  | Date |  | Employee Signature |  | Date |