

# Company related Mileage Reimbursement Policy

## Purpose

To provide information regarding mileage reimbursement to all employees who may be required to use their own personal vehicle for approved company related business.

## Scope

This policy applies to all **company name** employees who may be required to use their own personal vehicle for approved company related business from time to time.

## Policy

We will reimburse employees for the use of their personal vehicle for approved company related business. Reimbursement will be at the effective rate published by the Inland Revenue Department

The Inland Revenue Department has issued the rate to be currently used to calculate the deductible costs of operating a personal car for business use. [Please refer to the Inland Revenue website for current published rates.](#)

At our discretion we may elect to use the motor vehicle running cost data published by other reputable sources, for example the New Zealand Automobile Association Incorporated, as an alternative reasonable estimate for reimbursement of employees. If this occurs it will be communicated to all employees prior to its application.

Mileage reimbursement is meant to cover only those kilometres incurred above and beyond the employee's normal commute to his/her place of work. For example, if an employee's commute to work is normally 25 kilometres, but during the course of the day they incurred another 15 kilometres due to business reasons, then the employee can only seek reimbursement of the 15 kilometres.

If required it will be agreed at the start of employment that an employee will use their personal vehicle for business travel and that such travel will be reimbursed. If the need only arises during the course of employment this must be discussed with the direct manager and authorised before the employee uses their personal vehicle for this purpose

Use of an employee's personal vehicle for business travel must be recorded on a Mileage Reimbursement Claim Form. The details for each individual trip on individual days must be completed as per the Mileage Reimbursement Claim Form to ensure reimbursement requests can be authorised.

Mileage reimbursement requests need to be authorised by the direct manager and then forwarded to Accounts Payable

Authorised mileage reimbursement claims which are received by the Accounts Payable department by **XXX will be processed for the next pay round**

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