

## Mileage allowance

Name:		Wage-number:		
Adress:		Cpr-number:		
Zipcode/city:		Car reg. number:		
Department:	310			
Date:	Number of mesured KM	Permanent route (X)	Extra route (X)	District number:
Total mesured KM:				
Date:	Signature:	Assigned by:		Typed:

**For us to be able to pay this amount taxfree, all informations have to be filled out. In case some information are missing - will the amount instead be considered as a personal income, and therefore it will be taxed.**

**Should be at the office at the 10th every month as the latest.**

## **Mileage allowance**

### **Important regarding mileage allowance**

For us to be able to pay this amount taxfree, all informations have to be filled out. In case some informations are missing - will the amount instead be considered as a personal income, and therefore it will be taxed.

- 1 - Your name, adress and CPR number.
- 2 - The date for driving
- 3 - The number of mesured KM.
- 4 - The destination of the driving (district number).
- 5 - When contract is made please enclose a copy of registration of the car.
- 6 - If you both deliver newspapers and commercials/adverts you are to hand in one form for newspapers and one form for commercials/adverts. It is not allowed to hand in one form with both.
- 7 - Payment can be made to these types of conveyance:
  - Conveyance within same place of work (driving on districts/routes).
  - By agreement conveyance between districts/routes.
  - By agreement conveyance between your home and same place of work up to 60 workdays within 24 months (substitute).
- 8 - Km documents with driving must be emailed to your distribution manager
- 9 - It is not possible for us to pay mileage allowance back-dated. Km vouchers must be submitted no later than the 10th of the month

If you need more mileage forms you can print them from [www.budzonen.dk](http://www.budzonen.dk) when you are logged on with, username and password then click on forms.

Regards

Det Nordjyske Mediehus