

OFF DUTY TIME AND EXPENSE REIMBURSEMENT FORM

On rare occasions non-exempt employees may be required to perform duties before or after their normal shifts. Also employees may incur expenses on behalf of the company such as the use of a personal vehicle or purchasing supplies for the gym.

If you have to travel during the workday for work and use your personal vehicle, you are entitled to re-payment of your travel costs. (This does not include travel from your home to work at the beginning of the workday or travel from work to your home at the end of the workday). The mileage reimbursement rate for 2024 is 67.0 cents (\$.67) per mile. To be reimbursed for mileage, please fill out this form.

The Company discourages sending or receiving business related phone calls or text messages during off duty hours, but recognizes there are urgent situations when such calls or text messages take place. In order to assure that such time is compensated, employees must record such time on this form.

Date	Mileage driven for Company	Time spent on after hours messages	Other expenses/Notes

This form is to be turned to your supervisor with each pay period. By signing below, employee certifies that all off duty time worked, business mileage and out of pocket business expenses are recorded for the pay period.

Employee Name: _____

Date: _____

Employee Signature: _____

Supervisor Signature: _____

Date: _____