

HUTTER CONSTRUCTION CORPORATION  
TRAVEL PAY VOUCHER

EMPLOYEE  
NAME:

\_\_\_\_\_  
(Please Print) (Signature)

ADDRESS:

\_\_\_\_\_

JOB NAME:

\_\_\_\_\_ JOB # \_\_\_\_\_

Note: please use a separate form for each job

MILES TRAVELED  
TO WORK  
(ONE WAY):

MON.	TUES.	WED.	THURS.	FRI.	SAT.
<input type="text"/>					

DATE:

WEEK ENDING \_\_\_\_\_

THIS FORM MUST BE COMPLETED AND RETURNED TO YOUR SUPERVISOR OR TO  
THE PERSONNEL MANAGER ON A WEEKLY BASIS PRIOR TO PAYROLL PROCESSING

SUPERVISOR:

\_\_\_\_\_ PERSONNEL MGR.: \_\_\_\_\_

DATE:

\_\_\_\_\_

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TRAVEL PAY VOUCHER

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SUPERVISOR:

\_\_\_\_\_ PERSONNEL MGR.: \_\_\_\_\_

DATE:

\_\_\_\_\_

**HUTTER CONSTRUCTION CORPORATION  
TRAVEL PAY POLICY**

TRANSPORTION TO THE JOB-SITE IS YOUR RESPOSIBILITY. WHEN AN EMPLOYEE HAS TO TRAVEL IN EXCESS OF 50 MILES ONE WAY, REIMBURSEMENT WILL BE MADE USING THE FOLLOWING SCALE. MILEAGE WILL BE BASED ON THE SHORTEST POSSIBLE DRIVING DISTANCE.

50-59 MILES	\$7.00 PER DAY
60-69 MILES	\$8.00 PER DAY
70-79 MILES	\$10.00 PER DAY
80-89 MILES	\$11.00 PER DAY

90 OR MORE MILES SEE PERSONNEL MANAGER

**\*\* IMPORTANT!** A TRAVEL PAY VOUCHER FORM MUST BE COMPLETED BY THE **EMPLOYEE** REQUESTING TRAVEL PAY. THESE FORMS WILL BE AVAILABLE AT THE JOB-SITE OR THE OFFICE. ANY QUESTIONS MUST BE DIRECTED TO OUR PERSONNEL MANAGER. NO EXCEPTIONS WILL BE CONSIDERED WITHOUT HIS AUTHORIZATION. **DO NOT CALL THE PAYROLL DEPARTMENT.**

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