

IM0041

USA Personal Truck Allowance Policy



Date: _____

Dear: _____

We are pleased to offer you:

\$225.00/week truck allowance will be paid for use of your personal vehicle for this contract, reported as required under IRS guidelines on your weekly paystub.

For partial weeks on assignment the rate will be prorated to \$32.14/day for each day still on assignment.

Limit of Liability - C&C will not be held liable for any accidents, damages or losses incurred by employees while using a personal vehicle for business purposes.

*****YOU MUST PROVIDE PROOF OF LIABILITY INSURANCE. *****

- Any damages to the personal vehicle are the responsibility of the employee utilizing the vehicle. Damages shall either be covered out-of-pocket or through the employee's insurance.
- All maintenance on a personal vehicle including (but not limited to) tires, oil changes, brakes, and other fluid exchanges are the responsibility of the employee.
- Any other non-routine repairs to a personal vehicle are the responsibility of the employee utilizing this truck allowance.

Acknowledgement and Agreement

I acknowledge that I have read and understand that I am using my personal vehicle, receiving a truck allowance and confirm I have valid insurance.

Name: _____

Signature: _____

Date: _____