

# MILEAGE REIMBURSEMENT FORM



**Fax to: (503) 241-8772 by 9AM Monday**

PLEASE NOTE: Unless you have arranged to have your paycheck directly deposited or personally picked up on Friday, your check will be mailed to the most recent address you have provided for us.

COMPANY NAME:	WEEK ENDING SUNDAY:
EMPLOYEE NAME:	
<b>MILEAGE IS BILLED AND PAID AT THE FEDERAL STANDARD RATE</b>	
<p>I hereby certify that the mileage shown were driven by me during the week ending shown above and were properly verified by an authorized representative of the named company at the bottom hereof. I understand I am to contact the Action Employment Services, Inc. office after completing the assignment to determine if there is other work available for me. I agree that if I do not contact Action Employment Services upon completion of an assignment they can assume I am not available for employment.</p> <p>Employee certifies no accident or injury was sustained while working on the assignment unless so noted in the 'comments' section.</p>	
COMMENTS:	
EMPLOYEE SIGNATURE:	

Unsigned forms will be returned without a paycheck. Alterations will void form.

DAY	DATE	MILES DRIVEN
MON		
TUE		
WED		
THUR		
FRI		
SAT		
SUN		

It is agreed that the above named employee will not be taken into the permanent employment by the so named client company without contacting Action Employment Services, Inc. to establish fair compensation for losses incurred in the advertising, screening, testing, interviewing, and assigning of said employee referred to as 'liquidated damages' or conversion policy.

It is hereby certified by the client company that the above miles are correct and that work was performed by the above named person in a satisfactory manner. We agree to be bound by the terms and conditions printed on the reverse side.

AUTHORIZED SIGNATURE (CLIENT): <b>X</b>	TOTAL MILES:
PLEASE PRINT NAME (CLIENT):	DATE:

Client hereby confirms its agreement with Action Employment Services, Inc. to the following terms and conditions of services to be rendered by Action Employment Services, Inc. to CLIENT now or in the future.

1) CLIENT understands Action Employment Services, Inc.'s employees are assigned to CLIENT to render temporary service and absent to the contrary are not assigned to become employed by CLIENT. CLIENT acknowledges the considerable expense incurred by Action Employment Services, Inc. to advertise, recruit, evaluate, train and ensure the quality of its employees. Accordingly, CLIENT will not, without written consent of Action Employment Services, Inc. hire an Action Employment Services, Inc. employee, interfere with the employment relationship between Action Employment Services, Inc. and its employees, or directly or indirectly cause an Action Employment Services, Inc. employee to transfer to another staffing service. CLIENT agrees that if CLIENT hires an Action Employment Services, Inc. employee before the agreed upon number of hours without a written agreement from Action Employment Services, Inc., CLIENT will pay Action Employment Services, Inc.'s standard conversion charge as of the date of this agreement.

2) CLIENT agrees not to assign Action Employment Services, Inc. employees to perform work other than that described at the time CLIENT placed the job order.

3) Action Employment Services, Inc. shall incur no liability as a consequence of CLIENT having trusted cash, negotiable securities or other items of value to any employee of Action Employment Services, Inc. except where CLIENT so acted with the prior written consent of Action Employment Services, Inc. Action Employment Services, Inc. will not be responsible for claims made under its liability, fidelity bond, or Errors & Omissions insurance policies, unless such claims are reported in writing to Action Employment Services, Inc. and to the local police by the CLIENT within fourteen (14) days after notice of loss by CLIENT. CLIENT shall not pay employees directly or advance any funds to them.

4) In the event of CLIENT's non-payment of Action Employment Services, Inc.'s invoices, CLIENT and/or representatives agree to pay in full all amounts due plus late charges not to exceed state usury laws as well as collection fees, attorney's fees, court costs, and any other cost regarding to collection of debt

5) CLIENT shall indemnify and hold Action Employment Services, Inc., its subsidiaries, affiliates and agents, including the employer of record harmless from any and all claims and damages arising out of CLIENTS's violation of employment laws including, without limitation, OSHA, Title of Americans with Disabilities Act, Age Discrimination in Employment, EEO and immigration laws.