



REGULAR WORK LOCATION REPRESENTATION FORM

Check the one box that applies to your factual work situation:

Normally Work Where Live

I represent that I have a permanent job or the majority of my temporary jobs are within the same metropolitan area or general vicinity (within 35 miles) of where I live. I understand that because of this, I may receive tax-free mileage reimbursements as per my assignment agreement for the business mileage associated with temporary AHR assignments outside the metropolitan area or general vicinity (more than 35 miles) from where I live.

Normally Work Away From Home

I represent that my regular work location (permanent job) or the majority of my temporary jobs are outside the metropolitan area or general vicinity (more than 35 miles) where I live. I understand that because of this, any mileage AHR might pay me for travel to temporary assignments that do not require an overnight stay must be treated as taxable compensation subject to applicable withholding taxes.

I agree to notify AHR immediately should my work status change.

Signature

Date

Print Name

Please return this completed form for each new assignment where mileage is to be paid or with your first request for mileage reimbursement.

This completed form must be received with or prior to receipt of the first time sheet or mileage reimbursement request for your assignment. If completed form is received after any allowances have been paid, no retroactive payroll tax withholding adjustments will be made.