



Dream Team Pizza, LLC

MILEAGE/TIP REPORTING

REQUIRED PAYROLL WORKSHEET

The Internal Revenue Service (IRS) provides information on tip reporting in Publication 631, "Reporting Income from Tips" and Publication 1244, "Employee's Daily Record of Tips." If you are an employee receiving cash tips, you are required to report these tips to your employer daily.

Store Number: _____

Date: ____/____/2020

Employee Name (Printed)	Bank with Coin Change	Time in In	Time Out	Hours Worked	Begin Odometer	Ending Odometer	Total Miles	Tips \$	Mileage \$	*Employee Signature ****Required Entry****	MGR Initial
		:	:					\$	\$		
		:	:					\$	\$		
		:	:					\$	\$		
		:	:					\$	\$		
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		:	:					\$	\$		
		:	:					\$	\$		
		:	:					\$	\$		

Total Mileage \$ _____

* I hereby sign that I agree that my beginning and ending odometer readings, hours, reimbursements, and tips reported for this day. I also made all deliveries safely; and attest to notifying the Store Manager of any involvement with vehicular tickets or automobile accidents.

All Tip Reports are due to the payroll department each pay period.