CREW & PAYROLL

# Crew mileage & box / kit rental log

FORM AT-09

arostime.com

| PRODUCTION | WEEK ENDING | CREW MEMBER | DEPARTMENT / POSITION |
|---|---|---|---|
| | | | |
| **DISTANCE UNIT (KM / MI)** | **STUDIO ZONE DEDUCTION** | **MILEAGE RATE ($/UNIT)** | **DAILY KIT RATE / WEEKLY CAP** |
| | | | |

| BILLABLE DISTANCE | MILEAGE TOTAL | KIT RENTAL (CAPPED) | COMBINED TOTAL |
|---|---|---|---|
| | | | |

## 1. WEEKLY MILEAGE & PRODUCTION RUNS

| Date | From Location | To Location | Purpose / Run | Total Dist. | Zone Ded. | Billable | Amount |
|---|---|---|---|---|---|---|---|
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| | | | | | | | |
| **Mileage Total** | | | | | | | |

## 2. BOX / KIT RENTAL SUMMARY

| Kit / Box Description | Daily Rate | Days Worked | Weekly Cap | Billable Days | Kit Total |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |
| | | | | | |
| **Kit Total** | | | | | |

CREW SIGNATURE & DATE

DEPARTMENT HEAD APPROVAL & DATE

PRODUCTION OFFICE / ACCOUNTING & DATE

Attach receipts for tolls/parking on your expense report. Zero SIN/SSN or banking details collected.

**Free studio production template from arostime.com — Zero SIN/SSN collected. Yours to customize and share.**