

Private Vehicle Use Approval Reimbursement Form

Email

Approval for Use of Own Vehicle for FedUni Business Travel - Please complete before travel

Supporting documentation MUST be attached to this approval – A screenshot showing SmartFleet has NO available vehicles on the date / time of travel – Failure to attach this will result in the claim being VOID.

Staff Member Name:		Payroll ID:			
Phone:		Email:			
Faculty / Portfolio:		Date (s) of Travel:		-	
Destination:		Estimate Kms:			
Reason for using own vehicle:				Vehicle Registration:	
Account:		Department / Project:			

Expense Claim for Use of Own Vehicle for FedUni Business Travel - Please complete after travel

Claim Value: (Fixed Rate must not exceed the value of the equivalent c/Km calculation)	Fixed Rate: \$					
	Fuel Receipt Reimbursement: \$					
	Km Rate:	Start Odometer	End Odometer	Total Kms	Rate as negotiated	Total Claim Value

If travel occurs on more than one day, please submit a list of odometer readings.

Bank Account details (please complete option 1 or 2)					
Option 1: Same bank account as my payroll payment Yes <input type="checkbox"/>					
Option 2: I would like to nominate another bank account, details of which are:					
BSB:		-		Bank Account Number:	
Bank Account Name:				Bank:	

I certify that the expenditure has been incurred on behalf of Federation University Australia by using my own vehicle for business travel. The vehicle is covered by Comprehensive Motor Vehicle or Third Party Property Insurance Policy indemnifying the University against any claims arising as a result of the use of the vehicle.

Signature of Staff Member:		
Approved by Manager:	Position:	Signature: