Private Vehicle Use Approval Request

THIS FORM MUST BE COMPLETED PRIOR TO USE OF PRIVATE VEHICLE

SECTION A: TO BE COMPLETED BY STAFF MEMBER

STEP 1: STAFF DETAILS

Name	School / Directorate
Vehicle Registration	Date(s) of travel From To
Purpose for travel Select purpose:	

STEP 2: ELIGIBILITY CHECK

The use of private vehicles (except contracted allocated vehicles) for University business should be limited and undertaken only in extreme situations and only when 1 & 2 BOTH occur OR 3. Please tick reason for using own vehicle:

1. No FedUni fleet car is available on the day/time required	☐	SmartFleet result notification required
2. No Avis/Hertz rental car is available on the day/time required	☐	Concur result notification required
3. Based on point of departure and destination 1. & 2. are impractical	☐	Dep. location Destination

Insert image of SmartFleet result notification below	Insert image of Concur result notification below

STEP 3: DECLARATION

By requesting to use my private vehicle I certify the following:

I am incurring expenditure which relates directly to University business	☐
My vehicle's insurance policy includes coverage for business use & a copy of my insurance policy is attached to verify this	☐
I accept the set rate of reimbursement determined by the approving authority of the University	☐

In signing this declaration I confirm all information provided is true and correct

SECTION B: TO BE COMPLETED BY SCHOOL / DIRECTORATE APPROVING FINANCIAL DELEGATE

Authorisation is hereby given to the above staff member to use their private vehicle and incur expenses on behalf of the University based on all declaration questions being answered YES.

COMPLETED FORM MUST BE ATTACHED TO CONCUR CLAIM (PERSONAL CAR MILEAGE) FOR REIMBURSEMENT TO BE PROCESSED
IF NO REIMBURSEMENT BEING CLAIMED, COMPLETED FORM MUST BE EMAILED TO financehub@federation.edu.au