

## MOTOR VEHICLE EXPENSES CLAIM FOR PROFESSIONAL AND ACADEMIC STAFF

### CLAIMANT'S DETAILS

SURNAME  STAFF ID:	GIVEN NAME	CAMPUS	ACCOUNT CODE (ESSENTIAL)  ____ / ____ / ____ / ____ Entity                  Project                  Source of Fund                  Natural Account
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MAKE & MODEL	REGISTRATION No:	All Engine Types (conventional and electric) <input type="checkbox"/> 88c/km
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**PLEASE NOTE:** Payment is by Direct Credit in your Pay. Reimbursements for vehicles which are part of a salary packaging agreement will be taxed as normal income in accordance with ATO guidelines.

### JOURNEY DETAILS

DATE	FROM	TO	REASON	kms	Amount	(105) TOLL \$
<b>TOTAL</b>					\$	\$

### CLAIMANT DECLARATION

I declare this vehicle  IS  IS NOT part of a salary packaging agreement (Novated Lease).

\_\_\_\_\_  
 CLAIMANT'S SIGNATURE                  DATE

### AUTHORISATION

\_\_\_\_\_  
 AUTHORISING EMPLOYEE'S SIGNATURE  
 (PEOPLE AND CAPABILITY DELEGATION 3.3)

\_\_\_\_\_  
 AUTHORISING EMPLOYEE'S NAME  
 (PLEASE PRINT CLEARLY)

**Please note: Staff with ACU network access should submit their claim for motor vehicle expenses using Staff Connect.**