

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) ☐ 91c/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 \$
TOTAL					\$	\$

CLAIMANT DECLARATION

AUTHORISATION

I declare this vehicle ☐ IS ☐ IS NOT part of a salary packaging agreement (Novated Lease). CLAIMANT'S SIGNATURE DATE	AUTHORISING EMPLOYEE'S SIGNATURE (PEOPLE AND CAPABILITY DELEGATION 3.3)	AUTHORISING EMPLOYEE'S NAME (PLEASE PRINT CLEARLY)
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Please note: Staff with ACU network access should submit their claim for motor vehicle expenses using Staff Connect.