



<b>STAFF MEMBER DETAILS</b>									
Name	Staff ID No								
Department	Contact No								
Position	Vehicle Registration No								
<b>ACKNOWLEDGEMENT</b>									
<p>I am an employee of Monash University and have a university vehicle provided pursuant to my employment contract. I have read and understood the university’s policy on the fitting of transponders and usage of the CityLink, dated 25 May 1999. I hereby request Monash University to fit a transponder to the university vehicle provided for in my contract of employment. I understand that there will be an annual fee of \$50 for the administering of the transponder account. This is to be charged to the following account code:</p> <p>Account code: .....</p> <p>I note that I am required to reimburse the university for private use of the CityLink freeway. I acknowledge that private use includes:</p> <ol style="list-style-type: none"> <li>1. Travel between an employee’s home and a business destination, unless the trip is shorter than going via the employee’s primary place of employment.</li> <li>2. Travel between an employee’s home and primary place of employment.</li> </ol>									
<b>ADMINISTRATION OF CITYLINK ACCOUNT</b>									
<p>I hereby agree to:</p> <ul style="list-style-type: none"> <li>▪ Maintain a daily diary for both business and private use of the CityLink freeway and submit details of all private usage on a monthly basis to Human Resources Division for reconciliation against the monthly account of CityLink.</li> <li>▪ I understand and request that the toll costs incurred on private use of CityLink be recovered from my pay at the conclusion of each month’s use.</li> <li>▪ I acknowledge that I will need to complete and submit to Human Resources Division at the end of the FBT year, 31 March of each year, an Employee Declaration – declaring a reasonable estimate of the business percentage of the toll costs incurred.</li> </ul>									
<b>Signature:</b>								<b>Date:</b>	

**PLEASE COMPLETE AND RETURN THIS FORM TO:  
 John Denier, Senior HR Specialist, Remuneration and Sourcing, Human Resources Division, 710 Blackburn Road, Clayton**