

CLAIM FOR USE OF PRIVATE VEHICLE – Academic & General Staff

SECTION 1 – STAFF MEMBER DETAILS													
Name				Personnel Number				Contact No					
Department				Faculty / Administrative Unit						Week Ending			
SECTION 2 – USAGE DETAILS													
DATE	PURPOSE	BICYCLE	MOTORCYCLE	VEHICLE ENGINE SIZE (cc) (tick one only)			KM	ACCOUNTS CLASSIFICATION					
		\$1.10 Per Day	27.5c per km	< 1601 (1.601 litre or less) (Rotary up to 800cc) 58c per km	1601-2600 (1.601 - 2.6 litre) (Rotary 801cc – 1300cc) 69c per km	> 2600 (2.601 litre & over) (Rotary 1301cc) 70c per km		Cost Centre			Fund Number		
				WT 4071	WT 4070	WT 4055							
Total km													

SECTION 3 – AUTHORISATION				
Staff Member		Head of Unit or Delegated Officer		
Signature	Date / /	Signature	Print Name	Date / /

SECTION 4 – ADDITIONAL COMMENTS

For assistance please contact HR Inquiries on 9902 0400

Please return completed form to HR Operations, Human Resources Division, Monash University, 710 Blackburn Road, Clayton, 3800

The relevant Monash University Enterprise Agreement 2005 on claim for use of private vehicle is located at <http://www.monash.edu.au/entbarq/academic-general-2005/motor-vehicle-allowances.html>

Human Resources Division privacy collection statement is located at <http://privacy.monash.edu/guidelines/collection-personal-information.html#hr>