MONASH University

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						ACCOUNTS CLASSIFICATION	
DATE	PURPOSE	BICYCLE	MOTORCYCLE	VEHICLE ENGINE SIZE (cc) (tick one only)			KM		
		$1.10 Per Day	27.5c per km	< 1601 (1.601 litre or less) (Rotary up to 800cc) 63c per km	1601-2600 (1.601 - 2.6 litre) (Rotary 801cc – 1300cc) 74c per km	> 2600 (2.601 litre & over) (Rotary 1301cc) 75c per km		Cost Centre	Fund Number
		WT 4071	WT 4070	WT 4055	WT 4056	WT 4057			
						Total km			

SECTION 3 – ADDITIONAL COMMENTS

- ❑ **Please tick if the vehicle you were using was a novated lease vehicle or other vehicle not owned by you**
- ❑ **Please tick if this claim will exceed 5,000 business kilometers travelled in this financial year (July – June)**

SECTION 4 – AUTHORISATION

Staff Member		Head of Unit or Delegated Officer		
_____ Signature	_____/_____/_____ Date	_____ Signature	_____ Print Name	_____/_____/_____ Date

For assistance please contact HR Inquiries on 9902 0400

Please return completed form to HR Operations, Human Resources Division, Monash University VIC 3800

The relevant Monash University Enterprise Agreement 2005 on claim for use of private vehicle is located at http://www.monash.edu.au/entbarg/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