

# CLAIM FOR USE OF PRIVATE VEHICLE – Academic and Professional Staff

SECTION 1 – STAFF MEMBER DETAILS									
Name				Personnel Number				Contact No	
Department				Faculty / Administrative Unit				Week Ending	

SECTION 2 – USAGE DETAILS																				
DATE	PURPOSE	BICYCLE	VEHICLE ENGINE SIZE (cc) (tick one only)			KM	ACCOUNTS CLASSIFICATION													
		\$1.19 Per Day	< 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 and over) (Rotary 1301cc) 75c per km		Cost Centre						Fund Number							
		WT 4071	WT 4055	WT 4056	WT 4057															
<b>Total km</b>																				

SECTION 3 – ADDITIONAL COMMENTS
<input type="checkbox"/> Please tick if the vehicle you were using was a novated lease vehicle or other vehicle not owned by you <input type="checkbox"/> Please tick if this claim will exceed 5,000 business kilometres 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 Enquiries on 9902 0400**  
 Please return completed form to HR Operations, Monash HR, Monash University VIC 3800  
 The relevant Monash University Enterprise Agreement 2009 on claim for use of private vehicle is located at <http://adm.monash.edu.au/enterprise-agreements/academic-professional-2009/78.html>  
 Monash HR privacy collection statement is located at <http://privacy.monash.edu/guidelines/collection-personal-information.html#hr>