MV2 PRIVATE VEHICLE MILEAGE CLAIM

For use when claiming motor vehicle expenses on a privately owned vehicle used for UNSW business purposes

Purpose of Travel:

Date	Odometer Reading prior to travel	Place of Departure	Departure Time	Odometer Reading at arrival	Place of arrival	Arrival Time	Kilometers travelled in own motor vehicle	Business Purpose
						Total		

No of kilometers:		Total	Kilometers Approved	Total Amount Claimed
	.66c per km			

I certify that: (a) details above are a correct record of my official movements and are in accordance with my authority to travel; (b) the distance travelled was on University business; (c) I used my private motor vehicle for the kilometres travelled; (d) the total business kilometres claimed in the current financial year to 30 June for this car does not exceed 5,000 kilometres.

	Signature:	Name:	Date:
Claimant			
Approver			