THE UNIVERSITY OF WESTERN AUSTRALIA

HUMAN RESOURCES
CLAIM FOR PAYMENT OR HIRE FOR USE OF AN EMPLOYEE'S OWN VEHICLE

Please forward completed form to Human Resources, M350 for payment. Parking fees should be reimbursed through School/Admin department's petty cash.

SECTION 1 - EMPLOYEE DETAILS

Employee number ☐☐☐☐☐☐☐☐ Family name ☐ Initials ☐

School/Admin. Department ☐

SECTION 2 - ALLOWANCE CLAIMED

Current rates can be found at Section 3 of the University Policy: Use of an Employee's Private Vehicle - Professional Staff.

Employee required, as a term of employment, to permanently supply and maintain a motor vehicle? ☐ Yes *(624%)* ☐ No *(623%)*

Make of car ☐ Engine capacity *(litres)* ☐

Date *(dd/mm/yy)*	Destination and nature of business	Kilometres
	TOTAL KMS	0
☐ kilometres at ☐ cents/km =		$
☐ kilometres at ☐ cents/km =		$
	TOTAL DUE	$ 0

Signature of claimant ☐ Date *(dd/mm/yy)* ☐☐☐☐☐☐

Name of claimant *(please print)* ☐

SECTION 3 - ACCOUNT TO BE CHARGED

Business unit ☐☐☐☐☐ Project/ grant ☐☐☐☐☐☐☐☐ Account ☐☐☐

SECTION 4 - APPROVAL

I certify that the above allowance is payable for the reason stated and that the claim has been correctly calculated.

Name *(please print)* ☐

Signature of Approved Delegate (See HR Delegations) ☐

In approving this payment I confirm that I am an Approved Delegate and funds are available.

Telephone ☐

Date *(dd/mm/yy)* ☐☐☐☐☐☐