

PRIVATE MOTOR VEHICLE ALLOWANCE CLAIM – CAMPING JOURNEY

The information contained in this report is based on the details you have provided as part of your HR eXpert online enquiry on 1 Jun 2004 and is provided as guidance only. The government of New South Wales gives no warranty or undertaking that the information or results produced from using this system represent your true entitlement.

This claim only covers the use of a private motor vehicle for journeys that involve camping for one or more nights. It is intended to be submitted with a separate expense claim that provides full information about expenses incurred during the journey.

The system can only generate estimates to assist in claiming a private motor vehicle allowance. Entitlements may be varied by the agency, if for example, any components of the claim do not reconcile with arrangements that were approved prior to the journey or if the total private motor vehicle casual rate allowance exceeds the cost of travel by public or other available transport.

For further information, please contact your Human Resources or Finance area.

HR eXpert is based on the Public Sector Employment and Management Act 2002. If you are not currently employed under this act the following results may be inaccurate or misleading.

Employee Details

Name: Example Name	Serial/Employee No: Example No
Agency/Department: Example Agency	Division/Branch: Example Branch
Classification: Example Classification	Grade: Example Grade

Travel period	24 May 2004 - 27 May 2004
Reason for travel	South Coast site inspections
Travel plan details	Travel from Nowra to Bateman's Bay and return

Summary of Claim

Claim item	Details	Rate	Claim amount
Private vehicle allowance Official business rate 1600cc-2700 cc	600 KMS travelled	\$0.706 per KM	\$423.60
TOTAL ESTIMATED ALLOWANCE AMOUNT			\$423.60

Details of Approved Private Vehicle

I had prior approval to use my private motor vehicle for this journey with payment approved at the official business rate per kilometre.

The details of my approved private vehicle are:

Vehicle type/engine capacity	1600cc-2700 cc
Registration number	BBQ559
Registration expiry date	12 Dec 2004
Insurer's name	GIO
Comprehensive insurance policy number	PPI968552
Insurance expiry date	4 Apr 2005

I certify that I undertook the journey as outlined above using my private motor vehicle. I request reimbursement of \$423.60. I understand that my private motor vehicle claim is subject to checking and approval and that my reimbursement amount may be varied.

Employee's signature: _____ Date ____/____/____

Approval

Recommended by: _____ Date ____/____/____

Approval by Delegated Officer: _____ Date ____/____/____