

**(Example 2 - a one day journey)**

**TRAVEL EXPENSES CLAIM**

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.

The system can only generate estimates to assist in claiming travel expenses. Entitlements may be varied by the agency, if for example, any components of the claim do not reconcile with receipts provided, or receipts are not provided, any specific rates claimed conflict with travel arrangements that were approved prior to the journey or if the total claim amount exceeds the indicative limits.

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**

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

<b>Travel period</b>	27 May 2004 - 27 May 2004
<b>Reason for travel</b>	To attend a meeting with the project team

## 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
Breakfast allowance for one day journey *	See diary for details	\$17.70	\$17.70
Lunch allowance for one day journey *	See diary for details	\$19.75	\$19.75
Dinner allowance for one day journey *	See diary for details	\$34.05	\$34.05
Tolls/Parking *	See diary for details		\$10.00
<b>TOTAL OF CLAIM AMOUNTS</b>			<b>\$505.10</b>
Less cash advance received prior to journey			\$0.00
<b>TOTAL ESTIMATED REIMBURSEMENT AMOUNT</b>			<b>\$505.10</b>

\* Receipts that reflect the amount being claimed must be attached.

## 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:

<b>Vehicle type/engine capacity</b>	1600cc-2700 cc
<b>Registration number</b>	Example number
<b>Registration expiry date</b>	9 Dec 2004
<b>Insurer's name</b>	Example insurer
<b>Comprehensive insurance policy number</b>	Example number
<b>Insurance expiry date</b>	5 Aug 2004

I certify that I undertook the journey as outlined in the attached travel diary and incurred the expenses as claimed in the summary table above.

I request reimbursement of \$505.10. I understand that my 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 \_\_\_\_/\_\_\_\_/\_\_\_\_

### Actual Travel Diary

Date	Time	Departure location	Date	Time	Arrival location	Approved mode of transport	Number of KMS by motor vehicle
27 May 2004	06:00	Wollongong	27 May 2004	09:00	Canberra	Private Motor Vehicle (Driver) - Business Rate	300
27 May 2004	16:00	Canberra	27 May 2004	19:30	Wollongong	Private Motor Vehicle (Driver) - Business Rate	300

### Actual Expenses

Actual expenses for total journey			
Date	Type	Description	Amount
27 May 2004	Tolls/Parking	parking fee	\$10.00
<b>TOTAL</b>			<b>\$10.00</b>

Meal	Reason for entitlement	Allowance rate
<b>Breakfast</b>	Travel started at or before 6 am and at least 1 hour before normal starting time	\$17.70
<b>Lunch</b>	Travelled a total distance of at least 100 km and lunch was taken at least 50 km from my normal work place	\$19.75
<b>Dinner</b>	Travel continued until or after 6.30 pm	\$34.05
<b>TOTAL</b>		<b>\$71.50</b>