

(Example 1 - an overnight 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

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

Travel period	19 May 2004 - 20 May 2004
Reason for travel	livestock inspections

I am eligible to claim the set travel allowance for this journey and chose to do so prior to the journey. I have attached receipts for all expenses incurred during my residual part day travel (if applicable).

Summary of Claim

Claim item	Details	Rate	Claim amount
Private vehicle allowance Casual Business Rate Over 2700 cc	435 KMS travelled	\$0.27 per KM	\$117.45
Set travel allowance (includes accommodation, meals & incidental allowance)			\$145.80
Set travel allowance details	1 by 24 hour period/s @ other country centres rate	\$145.80	
Meals purchased for part day*	See diary for details		\$11.50
TOTAL OF CLAIM AMOUNTS			\$274.75
Less cash advance received prior to journey			\$0.00
Less amount advanced via corporate credit card during journey			\$0.00
TOTAL ESTIMATED REIMBURSEMENT AMOUNT			\$274.75

* 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 casual business rate per kilometre.

The details of my approved private vehicle are:

Vehicle type/engine capacity	Over 2700 cc
Registration number	Example number
Registration expiry date	19 Jun 2005
Insurer's name	Example insurer
Comprehensive insurance policy number	Example number
Insurance expiry date	25 Nov 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 \$274.75. 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
19 May 2004	09:00	Newcastle	19 May 2004	10:30	Other New South Wales (Mayfield)	Private Motor Vehicle (Driver) - Casual Rate	120
19 May 2004	15:30	Other New South Wales (Mayfield)	19 May 2004	16:30	Other New South Wales (Carey Bay)	Private Motor Vehicle (Driver) - Casual Rate	70
19 May 2004	17:30	Other New South Wales (Carey bay)	19 May 2004	18:30	Other New South Wales (Stockton)	Private Motor Vehicle (Driver) - Casual Rate	95
20 May 2004	11:30	Other New South Wales (Stockton)	20 May 2004	13:30	Newcastle	Private Motor Vehicle (Driver) - Casual Rate	150

Location	Total number of nights accommodation	Number of nights accommodation paid by the government	Number of nights accommodation paid by employee
Other New South Wales (Stockton)	1	0	1

Actual Expenses

Additional and part day residual expenses			
Date	Type	Description	Amount
20 May 2004	Meals	lunch expense incurred for part day component	\$11.50
TOTAL			\$11.50