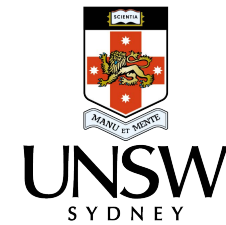


MV2 PRIVATE VEHICLE MILEAGE CLAIM

For use when claiming motor vehicle expenses on a privately owned vehicle used for UNSW business purposes.
Please note the mileage rate will cover fair wear and tear and fuel costs. Tolls should be claimed separately.



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 vehicle	Business Purpose
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Total:

No. of Kilometers	Rate / km	Total	Kilometers Approved	Total Amount Claimed	Fund	Dept	Project ID
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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