PRIVATE MOTOR VEHICLE USAGE CLAIM FOR JCU BUSINESS TRAVEL - PART 1

PRIVATE VEHICLE DETAILS					
Make	Model	Year	Body Type	Registration Number	State Registered
					Queensland
Is the vehicle salary sacrificed under a University FRP (If Yes, payment CANNOT be claimed)?					
Why is it neccessary to use a private vehicle?					

DRIVER DETAILS	
Do you have a valid Australian driver's license?	
Do you have a valid vehicle registration?	
Do you have a valid full vehicle comprehensive insurance policy?	
If any of the above three questions are answered "No", then the private vehicle can NOT be used for any JCU related business travel.	

DISCLAIMER:
The University is not liable for any loss, damage or expense suffered or incurred by any person arising out of or in connection with the use of the private vehicle for business travel.
Travellers must ensure that their vehicle is covered for business travel.
In the event of an accident involving a private vehicle whilst on University business, any insurance claim which may arise must be made through the vehicle owner's insurers. It is NOT possible for any insurance claims to be made under the University's insurance policies.

ESTIMATION OF PRIVATE MOTOR VEHICLE EXPENSES

Option 1
Mileage Allowance
(Use Code 7619)

Lower of A and B

A. Cents Per Kilometre

Origin	Destination	Distance (km)	Cents/Kilometre	Estimate
				$0.00

Useful estimation tool - RACQ Trip Planner website

http://www.racq.com.au/travel/Maps_and_Directions/trip_planner_2

For current cents per km rates refer to Mileage Allowance on Travel Webpage

http://www.jcu.edu.au/policy/finance/expenses/JCUPRD_037508.html

B. Cheapest Air-Fare of the day (where one exists)

Origin	Destination	Airline	Estimate

Attach proof (e.g. quote from on-line booking tool - WTP)

Lower of A and B: **$0.00**

Option 2
Fuel Reimbursement
(Use Code 7617)

Estimate:

NOTE: A Vehicle log must be completed for the actual claim in Part 2

DECLARATION

I declare that the information provided on this form is true, correct and complete and will notify JCU of any changes:

Full Name | JCU ID Number | Signature

Authorisation

I Authorise the use of the private motor vehicle for JCU travel based on the information provided above:

Full Name | Position | Signature

JAMES COOK UNIVERSITY AUSTRALIA

PRIVATE MOTOR VEHICLE USAGE CLAIM FOR JCU BUSINESS TRAVEL - PART 2

On return from your trip, complete and forward this form for payment of private motor vehicle usage

Please be aware that a lot of information is required to complete this form. Failure to supply all required information will result in delayed payment and claims may be returned for further information.

1. POSTING CODE		
ORGU	PROJECT	FUND

2. CLAIM METHOD (Please Select One)		
1. Mileage Allowance		Complete Sections 3 and 5 Below
2. Fuel Reimbursement		Complete Sections 4 and 5 Below

3. MILEAGE ALLOWANCE (USE CODE 7619)

•Kilometres for the trip should not include the normal daily distance from your home to your usual work campus and return.
•Payment of Mileage Allowance into the next salary run will occur if this form is received by the Salaries Section before the Wednesday of the week before payday. JCU do not take responsibility for delayed payments due to incomplete documentation submitted by the traveller.
•Mileage Allowances paid will appear on your Payment Summary (Group Certificate).

VEHICLE MILEAGE LOG

Date		Venue/s or Person/s Visited	Purpose of Visit	Odometer Readings		Total Trip Distance (Kilometres)	Usual KMs Travelled To and From Work (Daily)	KMs Claimed
Start	End			Start	End			
						0		0
						0		0
						0		0
						0		0
						0		0
						0		0
						0		0
							Total KMs Claimed:	0

LOWEST OF A AND B:

	Total Kilometres Claimed	Cents/Kilometre	Actual Amount	
A. Cents Per Kilometre	0		$0.00	
B. Cheapest Air-Fare of the day (where one exists)	As per Private Motor Vehicle Usage Claim - Part 1			
			Lower of A and B:	**$0.00**

4. FUEL REIMBURSEMENT (USE CODE 8015)

MUST ATTACH FUEL RECEIPTS.
Please allow 7 business days upon submission for payment by Accounts Payable. JCU do not take responsibility for delayed payments due to incomplete documentation submitted by traveller.

Receipts Total:

5. DECLARATION

I declare that the information provided on this form is true, correct and complete and will notify JCU of any changes:

Full Name | JCU ID Number | Signature

6. TRAVEL OFFICER VERIFICATION

I Verify that:
The Part 2 claim total is no greater than the approximation made on Part 1; OR
The travel requisition part 2 has been approved by the correct authoriser for the increase in expenditure;

Full Name | Position | Signature