Staff Kilometre Reimbursement Claim Form

THE UNIVERSITY OF QUEENSLAND
AUSTRALIA

Where possible, please complete using Adobe Acrobat Reader and sign digitally in the signature field.
Once signed, the form can no longer be edited. Please do not save this file locally, as this form is subject to change.

PERSONAL DETAILS

Given Name/s:	Surname:
School/Institute/Division:	Employee Number:
Employment Type: (Select an option)	Contact Number:
Car Make and Model:	Car Registration Number:

The reimbursement on a cents per kilometer basis is only for the portion of UQ work-related use of your personal motor vehicle. Travel from home to work and back is considered private use by the Australian Tax Office, and therefore cannot be claimed.
This should be taken into consideration when completing the kilometre records below.

KILOMETRE RECORDS

Date of travel	Description	From	To	Kilometres
			TOTAL KILOMETRES	0.00

Calculation of entitlement will be based on the current Australian Taxation Office cents per kilometre thresholds. Costing details to be provided ONLY when **different** from salary costing.

Operational Unit and Site	Fund and Function	Project (Optional)	Free Format Tag (FFT) (Optional)

Claimant's Certification: the above reimbursements are claimed and were incurred exclusively in respect of duties undertaken in discharging my University responsibilities. I understand once the claim has been approved, the funds will be deposited via Payroll into my nominated account. The private vehicle used is covered by either a comprehensive or third party property damage insurance policy.

CLAIMANT'S SIGNATURE:

Financial Delegate's Certification: I certify that the activities detailed above were for University purposes only in accordance with the University's Policy and Procedures and no private use of vehicle was involved. I understand that Payroll Tax may be charged to the department's account

Funds are available and payment is approved

NAME OF FINANCIAL DELEGATE:

SIGNATURE OF FINANCIAL DELEGATE:

Date:

SUBMIT COMPLETED AND APPROVED FORM

Send by email to Remuneration and Benefits section for payment: payroll@uq.edu.au **OR** CLICK HERE TO SUBMIT

Payroll section use only:	Prepared by:	Checked by:
Aurion Code: KLM1	Rate (cents per km): $ 0.68	Total payable: $ 0.00