

MOTOR VEHICLE ALLOWANCE CLAIM FORM

Employee Number: _____ Faculty/Office: _____

Surname: _____ Other Names: _____

Vehicle Registration Number: _____ Make/Model: _____

Engine Capacity (in cc): _____ Account to be charged: _____

Purpose of Journey: _____ Destination: _____

APPROVAL PRIOR TO TRAVELLING:

Claimant declaration: I declare that the above **vehicle is registered**, I hold a current **drivers' licence** and **comprehensive motor vehicle** or **Third Party Property insurance policy** as per copies attached.

Claimant's Signature (prior to travelling): _____ Date: ___ / ___ / ___

Approved by HOD/Office: _____ Date: ___ / ___ / ___
 (Print Name) (Signature)

TRAVEL DETAILS:

Date	From	To	Less Deductions (see below*)	Total Km claimed	Reason For Use

***Deductions for Private Use** - Where an employee uses a private vehicle for official business, a deduction from the allowance payable for private vehicle usage is to be made to take into account the distance that would normally be travelled daily by the employee from home to campus and return and any distance that is travelled in a private capacity.

Rate claimed – select one:	Total Km	Total amount claimed
<input type="checkbox"/> 1600cc (1.6 litre) or less – 63 cents/km	_____	\$ _____
<input type="checkbox"/> 1601-2600cc (1.601-2.6 litre) – 74 cents/km		
<input type="checkbox"/> 2601cc (2.601 litre) and over – 75 cents/km		

PAYMENT AUTHORISATION:

I claim payment for use of my private motor vehicle as detailed above.

Claimant Signature: _____ Date: ___ / ___ / ___

Delegated Approval: I have checked the above calculation and advise that the claimant was authorised to use a private motor vehicle in the performance of their duty.

Approved by HOD/Office: _____ Date: ___ / ___ / ___
 (Print Name) (Signature)

HR USE ONLY:

Processed/entered: _____ (inits) ___ / ___ / ___ Checked: _____ (inits) ___ / ___ / ___

MOTOR VEHICLE ALLOWANCE CLAIM FORM

CONDITIONS APPLYING TO THE USE OF A PRIVATE VEHICLE ON OFFICIAL BUSINESS

1. The Conditions of Employment provide that, subject to approval, an employee may be given permission to use a private motor vehicle on official business provided:
 - a. the employee has first checked and confirmed that there is no University vehicle available;
 - b. the use of a private vehicle on official business is the most efficient and economical way of carrying out that business (i.e. public transport is not a reasonable alternative);
 - c. the employee has obtained the approval of a delegated supervisor as to business use of private vehicle;
 - d. the vehicle used by the employee on official business is covered by an insurance policy indemnifying the employer against any claims arising as a result of the use of the vehicle.

2. Subject to approval being given to an employee for the use of a private vehicle for official purposes, the following procedures are to be followed:
 - a. Treasury Instructions and Regulations which the Auditor-General requires the employer to follow states that claims for payment of travelling expenses shall be submitted within one month of incurring the expenditure. If any claim is not received within one month of incurring the expenses, payment of the claim may be subject to the approval of the Head of the Department or delegated supervisor.
 - b. In all cases, except where the claim involves travel outside normal working hours, e.g. After hours emergency calls of weekends, the normal place of employment is to be used as 'base' for the calculation of distance travelled;
 - c. the reason for the use of the private vehicle on official business is to be shown against each entry.