



PRIVATE VEHICLE USE- POSTGRADUATE/HONOURS STUDENTS

School of Life and Environmental Sciences

Student Name _____ Supervisor's Name _____

Vehicle Make & Model _____ Registration No. _____

Purpose of Trip _____

Mailing address (for cheque payment) _____

Contact email and phone number _____

DATE	LOCATION	ODOMETER START	ODOMETER FINISH	DISTANCE (km)

Reimbursement Ratec/km

Total Distance (km):

Total Reimbursement: \$.....

Account nominated:

Cost Centre: _____ Business Unit: **BU**_____ Fund Code: **F000**_ Project Code: _____

Students who choose to use their own vehicle do so at their own risk, the University will not be liable for loss due to accident, damage or theft. Reimbursement is aimed at covering the cost of fuel used, and will be made at a rate up to the charge out rate of school vehicles (currently 25c/km), unless negotiated with supervisor. Claims must be lodged within two months of the trip.

Student's Signature

Supervisor's Signature

Please include Expense Payment Benefit Declaration and copy of Log Book with reimbursement request when submitted to Finance.