

Please complete electronically – totals are calculated automatically

Date created		Entity		GL/PL code	
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Claimant details

Surname		First name	
Email address			
Street address			
Town/City		State	
		Post Code	

EFT details

Account name		Bank Name	
BSB		Account number	
		Swift/routing/IBAN	(International accounts only)

Travel log

Departure				Arrival			Activity	
Date (dd/mm/yy)	Time (00:00)	Depart from	Mode	Date (dd/mm/yy)	Time (00:00)	Destination	Type	Activity and venue details

Private vehicle usage - please complete electronically – totals are calculated automatically

Date (dd/mm/yy)	From/return location	To location	Rego	Klms claimed	Klm rate		Sub-total	Adj amt	\$AUD total
					Car	0.78			
					M' Cycle	0.39			

Other actuals- please complete electronically – totals are calculated automatically

Details	Amount claimed	Currency	Conversion rate	Sub-total	Adj amt	\$AUD total

Total claim to be paid \$

Extra details (if required)

Claimant declaration (Please ensure supporting tax invoices and receipts are attached)

I certify, in accordance with the relevant provision of the Public Audit and Finance Act, 1983, as amended, that:

- The travel as detailed in the travel log was for the purposes stated and is a correct record of my movements.
- All actual expenses claimed were incurred by me for University purposes.
- I declare that the total amount claimed was fully in respect of conducting University business.

Claimant signature		Date	
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Head of work unit approval

Name in full			
Signature		Date	

[5Aug2022]