CLAIM FOR MILEAGE AND OTHER TRAVELING ALLOWANCES

INSTRUCTIONS

a) Travel details must be inserted on a daily basis. Claims showing a number of trips under a single line entry during a period are not acceptable. E.g. Return journeys require two entries to show actual distance travelled. Km rates available on pg 150 of 183 of the Curtin EA [https://staffportal.curtin.edu.au/wps/myportal/staff/people-and-culture/policies-employment-conditions/enterprise-agreements]

b) Claims must be rendered monthly, in the ensuing month.

c) Claims must be signed by the Head of School or equivalent.

d) Claims submitted by a Head of School (or equivalent) must be signed by the Executive Dean.

e) All receipted items need to be processed through Concur. Kindly contact Concur Helpdesk.

Claim forms not completed in the above manner will be returned for finalisation before payment is made.

<table>
<thead>
<tr>
<th>STAFF ID</th>
<th>SURNAME</th>
<th>OTHER NAMES</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
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</table>

SCHOOL/AREA: __________________________  POSITION: __________________________

PURPOSE OF TRAVEL: __________________________________________________________

COST CENTRE: ______________________________________________________________
(no line items)

I certify that the expenditure was/is for official University business. Where a claim is being made for the use of a personal vehicle, no University transportation was available.

Signature of Claimant: ______________________________________________________

Date: __________________________

Signature of Authorising Officer
(Head of School or equivalent)

Name: __________________________
(Please print)

Date: __________________________

VEHICLE REGN. No: __________________________  MAKE: __________________________

MODEL: __________________________  CUBIC CM: __________________________

RADII FROM PERTH – KILOMETRES TRAVELLED

<table>
<thead>
<tr>
<th>METRO REGION KM -</th>
<th>SOUTH WEST REGION -</th>
<th>OTHER AREAS -</th>
</tr>
</thead>
<tbody>
<tr>
<td>________________ KM @</td>
<td>________________ KM @</td>
<td>________________ KM @</td>
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<td>c $</td>
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</tbody>
</table>

Meals - not receipted items
$ 

Other Allowances including Incidental Expenses & Camping Allowances
$

TOTAL CLAIM
$

HR USE ONLY

PAYCODE:  AMOUNT: $  COST CENTRE: 

PAYCODE:  AMOUNT: $  COST CENTRE: 

### RECORD OF DAILY TRAVELLING ALLOWANCES

<table>
<thead>
<tr>
<th>DATE</th>
<th>DEPARTURE SUBURB/Place</th>
<th>TIME AM/PM</th>
<th>ARRIVAL SUBURB/Place</th>
<th>TIME AM/PM</th>
<th>DAILY TOTAL OF KILOMETRES TRAVELLED</th>
<th>RADII FROM PERTH CBD</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>WITHIN METRO AREA</td>
<td>SOUTH WEST REGION</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>OTHER AREAS</td>
<td></td>
</tr>
</tbody>
</table>

*** Please note ‘Home’ is not a suburb. Departure and Arrival should show the suburb of each individual trip ***

**TOTAL TO FRONT**

**MEAL ALLOWANCES** – Rates available in EA (this is not a per diem)

**TOTAL TO FRONT**

**INCIDENTAL & CAMPING ALLOWANCES** – Rates available in the EA (this is not a per diem)

**TOTAL TO FRONT**

*All receipted items need to be processed through Concur. Kindly contact Concur Helpdesk

Do not use this form