PRIVATE VEHICLE USE LOG SHEET

THE UNIVERSITY OF NEWCASTLE AUSTRALIA

NAME _____ **UNI ID** _____ **PRE-APPROVED BY FRAEDOM REQUISITION DATED** ___/___/___

Log for the Month of: _____ **Vehicle Make/Model/Eng Size:** _____ **Vehicle Registration:** _____

Date of Journey		Odometer Reading		Total KM's Travelled	Purpose of Travel & Business Activity
Start	End	Start	Finish		

I declare that the above private vehicle usage has been necessarily incurred whilst conducting Pre-Approved University Business and that the above vehicle details are correct, the vehicle is currently registered and I have a valid Drivers Licence. I have read and understood the University's Policies regarding Private Motor Vehicle use and understand that use of a University Fleet Vehicle, Hire Car or public transport is to be utilised in the first instance.
I declare that on this occasion these options were either not available or appropriate.

Signature of Claimant: _____ **Date:** _____/_____/_____

This log is to be linked to your Fraedom claim for reimbursement for Use of Private Motor Vehicle Expense Statement.