

**16.1A MOTOR VEHICLE TRAVEL EXPENSES CLAIM FORM**



**UNITING CHURCH IN WESTERN AUSTRALIA**



**Motor Vehicle Expense Claim Form**

**VOLUNTEERS (NOT EMPLOYEES) ON CHURCH RELATED BUSINESS**

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Address:** \_\_\_\_\_  
 \_\_\_\_\_

**Cost Centre:** \_\_\_\_\_

Date	Reason for travel	Odometer reading (start of trip)	Odometer reading (End of trip)	Total kilometers traveled

**Signature:** \_\_\_\_\_

**Authorised by:** \_\_\_\_\_

**Payroll Use only**

\_\_\_\_\_ km at \_\_\_\_\_ cents/km = \$ \_\_\_\_\_

\_\_\_\_\_ km at \_\_\_\_\_ cents/km = \$ \_\_\_\_\_

\_\_\_\_\_ km at \_\_\_\_\_ cents/km = \$ \_\_\_\_\_

**Cumulative Total:** \$ \_\_\_\_\_