

## Travel Claim Form

Name: \_\_\_\_\_

Engine capacity: Ordinary \_\_\_\_\_ Allowance per km. \_\_\_\_\_

(See table over) Rotary \_\_\_\_\_ Allowance per km. \_\_\_\_\_

Registration no: \_\_\_\_\_

Week	Date	From	To	Kms
	Mon			
	Tue			
	Wed			
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Week	Date	From	To	Kms
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	Fri			
<b>TOTAL</b>				

Signature Claimant: \_\_\_\_\_

Date: \_\_\_\_\_

Signature Executive Director: \_\_\_\_\_

Date: \_\_\_\_\_

### SCALE

Engine Capacity Ordinary Car	Engine Capacity Rotary Engine Car	Cents per kilometre
1600cc (1.6 litre) or less	800cc (0.8 litre) or less	55 cents
1601cc – 2600 cc (1.601 litre – 2.6 litre)	801cc – 1300 cc (0.801 litre – 1.3 litre)	66 cents
2601cc (2.601 litre) and over	1301cc (1.301 litre) and over	67 cents

These rates allow for the total running costs of the car, including decline in value, petrol, insurance and repairs, so you cannot claim any of these costs in addition to the specified rates per business kilometer.