**OVC REIMBURSEMENT FOR CAR RUNNING COSTS FORM**

Version date: August 2018

This form is for use by staff of the Office of the Vice-Chancellor only.

Please read the [Travel Policy](https://www.divinity.edu.au/documents/travel-policy/) prior to completing this form to ascertain if your application is valid. See [ATO website](https://www.ato.gov.au/Individuals/Income-and-deductions/Deductions-you-can-claim/Vehicle-and-travel-expenses/Travel-between-home-and-work-and-between-workplaces/) for definitions of what you can claim for travel between home and work and between workplaces.

Process

1. Payee to complete form and submit to the Finance Office for approval and processing
2. A response will be received by the applicant within 1 week of receipt by the Finance Office

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| **Personal details** |
| Name |  |
| Date |  |
| Bank account details: If left blank payment will be made using previously supplied details | BSB |  |
| Account Number |  |



\*The reimbursement rate of 68c per kilometre is consistent with current ATO Guidelines, and is subject to change. This rate currently applies to all motor vehicle sizes.

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| --- | --- | --- | --- |
| Applicant signature |  | Date |  |
| VC/CFO signature |  | Date |  |

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| ***Finance Office use only*** |
| Date received |  |  Finance Office |  |
| Date remittance advice issued |  |