

Motor Vehicle Kilometre Reimbursement Procedure

Procedure

Fill out the Car Mileage Rate section of the [Travel Acquittance and Expense Claim Form](#) using the rate table below:

Ordinary Car Engine Capacity	Rotary Engine Car Engine Capacity	Cents per Kilometre
1600cc (1.6 litre or less)	800cc (0.8litre or less)	58 cents
1601cc to 2600cc (1.601 litre to 2.6 litre)	801cc - 1300cc (0.801 litre to 1.3 litre)	69 cents
Over 2600cc (2.6 litre)	Over 1300cc (1.3 litre)	70 cents

Notes

1. University pool cars should be used in the first instance if available.
2. If a University pool car is not available, a private car if pre approved, may be used.
3. The University does not accept any responsibility for loss or damage to a private vehicle while it is being used for University business. It is expected that the private vehicle will be registered and fully insured.
4. The above rates are consistent with the published rates of the Australian Taxation Office (ATO).
5. Payment (when authorised) is to be made to employees as a non taxable allowance through the payroll system.
6. The ATO requires kilometre reimbursement to be included on a staff member's Payment Summary (previously Group Certificate). Staff should consider claiming the kilometre reimbursement on their tax return otherwise tax will be paid on it.
7. Approved forms should be forwarded to your Payroll Officer.
8. Kilometre reimbursements are costed to the respective Faculty / Unit's cost centre.
9. Only in exceptional circumstances will approval be given retrospectively.
10. Staff travellers are not permitted to gain financially from University travel. The most cost effective & appropriate mode of transport should be taken. For example, the lesser of an airfare or kilometre reimbursement will be approved.