

**5.1A MOTOR VEHICLE TRAVEL EXPENSES CLAIM FORM**



**UNITING CHURCH IN WESTERN AUSTRALIA**



**Motor Vehicle Travel Expenses Claim Form**

**FOR THOSE IN PLACEMENT**

(for use by congregations claiming travel cost reimbursement for those in placement on Presbytery or Synod Committee business external to congregational responsibilities)

<b>Congregation</b>	
<b>Region</b>	
<b>Person in Placement making claim</b>	
<b>Cost Centre</b>	
<b>Date</b>	

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

<b>Treasurer's Signature</b>	
<b>Cheque to placement to be sent to</b>	

**Accounts Use only**

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

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

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

**Authorised:**

**Date:**