Application for Approval to use a Private Vehicle on Official University Business

To (approving Authority)

1. Application is made for approval, in the terms of University Circular No. 1099 (paper 3457/1982), to use my private vehicle on official University business as follows:
   
   1.1 The purpose and brief details of the journey (including carriage of passengers and/or goods) are:
   
   1.2 My reasons for the use of a private vehicle instead of University of public transport are:

2. I certify that I hold:
   
   2.1 a valid licence to drive the vehicle
   
   2.2 a comprehensive insurance of the vehicle
   
   2.3 third party insurance for the vehicle.

3. In the event of approval, I hereby:
   
   3.1 indemnify The Australian National University against all liability which might arise out of the use of my private vehicle on the approved official University business journey described in paragraph 1 above; and
   
   3.2 agree to accept the basis of reimbursement determined by the approving authority of the University.

Signature of Applicant

School/Department/Section

Uni ID Date

Approved/Not Approved (Head of Budget Unit)

Signature of Approving Authority

School/Department/Section

Uni ID Date

I determine that the basis of reimbursement (University Circular No. 1665) for the above journey will be as follows:

Signature of Approving Authority (Head of Budget Unit)

School/Department/Section

Uni ID Date
Private Vehicle Running Record
(To be completed by the applicant on completion of the journey, when the use of a per kilometre rate has been determined by the relevant approving authority as the basis to be used for reimbursement purposes.)

<table>
<thead>
<tr>
<th>Make of Vehicle</th>
<th>Size of engine displacement</th>
<th>State if vehicle is rotary engined</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Yes ☐ No ☐</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Approved Journey</th>
<th>Odometer Readings</th>
<th>Authorised passengers and/or goods</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>From</td>
<td>To</td>
</tr>
</tbody>
</table>

Total .......... kms @ .......... cents per km* = $..........  

Signature of Applicant

School/Department/Section

Uni ID Date

Certified Correct

Signature of Approving Authority
(Head of Budget Unit)

School/Department/Section

Uni ID Date