

NUSA PRIVATE VEHICLE USE LOG SHEET



NAME _____ UON STUDENT ID _____ PRE-APPROVED ON (DATE) _____/_____/_____

Log for the Month of: _____ Vehicle Make/Model/Eng Size: _____ Vehicle Registration: _____

Date of Journey		Odometer Reading		Total KM's Travelled	Purpose of Travel & Business Activity
Start	End	Start	Finish		

I declare that the above private vehicle usage has been necessarily incurred whilst conducting Pre-Approved NUSA related travel and that the above vehicle details are correct, the vehicle is currently registered and I have a valid Drivers Licence. I have read and understood the NUSA Travel policies regarding Private Motor Vehicle use and understand that use of public transport is to be utilised in the first instance. I declare that on this occasion this option was either not available or appropriate.

Signature of Claimant: _____ Date: ____/____/____

This log is to be linked to your reimbursement for Use of Private Motor Vehicle Expense Claim.