

Vehicle Travel Expense Form

Name: _____

Date Submitted: _____

DATE	ACCOUNT TO CHARGE	TRIP DESCRIPTION	START ODOMETER	END ODOMETER	TOTAL KM

TOTAL KILOMETRES: _____

TOTAL INCLUDING GST _____

TOTAL OF GST _____

For office use only:
(km*.50 = Claim\$ _____) - (*2.5/105 = ½GST\$ _____) - (km*.0015 = FEGT\$ _____) = Cost\$ _____
Last claim: ____/____/____