



Instructions:
How to Complete the Staff Mileage Allowance Form

This form is for the use of Paid UQ Staff only.

Non-paid/ Honorary appointments (includes student on scholarships) are NOT allowed to claim mileage reimbursements. They can claim for domestic travel expenses based on the submission of all relevant original receipts. The receipts must be submitted with the [Domestic Expense Reimbursement](#) form to FBS Account payable section for payment.

Notes:

- *Mileage can only be claimed whereby a University vehicle was not available for use or not appropriate and the use of a private vehicle has been pre-approved by an Authorised Officer of the operating unit.*
- *The private vehicle used is covered by either a comprehensive or third party property damage insurance policy.*

Step 1: Claimant Details

Fill in the header information on the form:

- Name (Title, First Name, and Surname).
- Employee Number (must be 7 digits).
- Operating Unit (School, Faculty, Institute, and Centre).
- Car Registration Number.
- Car Make and Model.
- CC (By referring to the engine capacity table, select the relevant CC size of the vehicle from the list provided).

Step 2: Mileage Records

Please note the following prior to making a claim for mileage:

- You cannot claim mileage when travelling from home to your work place.
- You cannot claim mileage in excess of an equivalent economy class airfare for that journey
- Where travel is from home to the airport, railway or coach terminal, mileage is limited to the distance of a one way trip from home to the terminal on the outward journey and from the terminal to home on the return journey.
- Mileage allowance is only payable where a staff member travels from his or her normal place of work to an alternative work place.
- Mileage allowance is payable to staff who are required to attend to work related duties (e.g. emergencies, call-outs) at their workplace.

Fill in your mileage details

- Date.
- Purpose of the trip (E.g. meeting at Herston, drive to airport for overseas conference).
- From, to, to (E.g. St Lucia to Herston to St Lucia).
- Mileage (kilometres travelled).

Step 3: Payment

The claim form must be authorised by the relevant financial delegate prior to payment being made. Authorised forms should then be sent to Payroll Section for processing. Payment will be made on the next available pay fortnight.