

Topic	USE OF PRIVATE MOTOR VEHICLES	Procedure	05.30
Category	Expenditure	Updated	05/2010

## RELATED POLICIES, PROCEDURES AND FORMS

Policies	Procedures	Forms
<a href="#">Motor Vehicle Policy</a>	<a href="#">Use of University Motor Vehicles</a> <a href="#">Guide to Driving on University Business</a>	<a href="#">Private Motor Vehicle Usage Claim (MV1)</a>

## USE OF PRIVATE MOTOR VEHICLES

Attempts to obtain use of a University pool or other vehicle must be made before approval for use of an employee's private motor vehicle for official University business purposes by the relevant Department/Element is provided.

Staff granted approval to use their private vehicle on University business can claim only kilometres travelled in excess of those travelled to the usual place of work e.g. this would apply if travelling from home direct to the place being visited.

### 1 ACCIDENTS WHEN USING PRIVATE MOTOR VEHICLE

If an accident occurs while an employee is engaged on official business, damage to the private motor vehicle is not covered by the University's insurance policy. However, an employee would be covered under WorkCover provisions if injury occurred in the course of performing official business.

### 2 RATES PER KILOMETRE

The rates applicable are detailed in the [Private Motor Vehicle Usage Claim](#).

### 3 LODGEMENT OF CLAIMS

Vehicle allowance claims are lodged on a Private Motor Vehicle Usage Claim form.

### 4 PROCESSING OF CLAIMS

Claims are forwarded to Business Services, Human Resource Management for checking and payment approval following which payment is processed through the Payroll System.

### 5 TAXATION

The total value of claims paid during the taxation year is printed on *PAYG Payment Summary Individual Non Business* for inclusion in personal income tax returns.

### 6 PROVISION OF A UNIVERSITY FUEL CARD

Authorised staff may receive access to a University fuel card to purchase fuel for their private motor vehicle. The Office of Finance and Business Services, Logistics Transport office is responsible for the

financial management of the fuel card. The authorisation and allocation of a fuel card requires the approval of the Pro Vice Chancellor (Administration).

The fuel card may be used at nominated service stations as per the current Queensland Government contract, a list of service stations is available from the [FBS website](#), or contact the Nathan campus Transport office on ext 55509.

The fuel card can only be used for one vehicle and will be embossed with the vehicle registration number of the vehicle nominated by the staff member. If the staff member wishes to nominate a different vehicle, or the registration number changes for the current vehicle, please contact the Transport office to arrange a replacement card.

Staff in receipt of a fuel card may not also claim the 'cent per kilometre' private motor vehicle use reimbursement for business use in their private motor vehicle.

If the fuel card is lost or stolen please contact the Transport office as soon as possible. For after hours contact, please call the fuel card provider direct to cancel the card and notify the Transport office to arrange a replacement card the next business day.

Staff must ensure that:

- The vehicle odometer reading is provided to the service station attendant.
- The receipt is signed and forwarded to the Transport office. (The fuel account is paid monthly so all receipts for the month should be forwarded no later than the week after the end of the month.)

University fuel cards fall within the classification of 'special purpose credit cards' contained in the *Financial Management Standards 1997*, hence the university must establish adequate arrangements to ensure that fuels cards are used for official purposes only. Receipts are required for reconciliation and payment of the fuel account and audit purposes.

## **7 FURTHER INFORMATION**

For further information, contact the Remuneration and Benefits Manager - Ext 53834.