



PRIVATE VEHICLE USAGE CLAIM

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|---------------------|--|
| Contractor Name | |
| Week Ending | |
| Client Company Name | |
| Client Contact | |

| DATE | JOURNEY DETAILS | | PURPOSE | KMS | @ CENTS PER KM | AMOUNT | |
|--------------|---|---|----------------|-----|----------------------|--------|---|
| | FROM | TO | | | | \$ | ¢ |
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| | Circle Engine Capacity: 1601-2600cc 69c per km | Up to 1600cc 58c per km Over 2600cc 70c per km | | | TOTAL S | | |
| INCURRED BY: | | | AUTHORISED BY: | | DATE PAID: | | |
| DATE: | | | DATE: | | | | |