



## INDIVIDUAL STAFF KILOMETER CLAIM

Staff Name \_\_\_\_\_ Vehicle Rego \_\_\_\_\_ For Period \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

*Please commence new mileage sheet at start of each week.*

| Date                    | Client    | Purpose             | From               | Odometer      | To                       | Odometer    | KM       |
|-------------------------|-----------|---------------------|--------------------|---------------|--------------------------|-------------|----------|
| <i>sample</i>           | <i>MF</i> | <i>Client Visit</i> | <i>Strathfield</i> | <i>1000km</i> | <i>North Strathfield</i> | <i>1002</i> | <i>2</i> |
|                         |           |                     |                    |               |                          |             |          |
|                         |           |                     |                    |               |                          |             |          |
|                         |           |                     |                    |               |                          |             |          |
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|                         |           |                     |                    |               |                          |             |          |
|                         |           |                     |                    |               |                          |             |          |
|                         |           |                     |                    |               |                          |             |          |
| <b>TOTAL KILOMETERS</b> |           |                     |                    |               |                          |             |          |

**I declare the above kilometer claim is correct  
Lodge with your Weekly Time Sheet**

Staff Signature: \_\_\_\_\_  
Date: \_\_\_\_\_