

Instructions for Completing the Private Vehicle Usage Report

NOTE: The completion of this form applies to mileage driven on or after January 1, 2005.

1. General:

This form should be completed for all travel where a private vehicle is utilized. It should be attached to the Travel Expense Claim when completed for reimbursement of travel. For cumulative mileage purposes, mileage claimed on an individual Private Vehicle Usage Report is restricted to one calendar year. If a single trip overlaps two calendar years, then two separate Private Vehicle Usage Reports should be completed.

2. Claimant / Department / Division:

Self explanatory.

3. Reason for Travel:

Provide details of the general purpose of the travel undertaken being claimed on the form.

4. Date / Details of Travel / Distance Travelled:

Provide details regarding the origin, destination and distance travelled each day travel was undertaken. If there is insufficient space on the form to list all travel, please complete on additional form(s).

5. Total Distance Travelled:

This should be the total of all travel listed on the form. If additional forms are completed, carry the subtotal forward to the next form.

6. Log for employees subject to two-tiered reimbursement:

This section is to be completed by only those employees who are required to provide a vehicle as a condition of employment. By completing this section, the employee will be able to track the number of kilometres driven in the calendar year, which will determine the rate(s) to use in calculating the claim amount.

7. Claim Amount:

Two lines are provided to accommodate claims for employees subject to both rates to claim kilometres driven.

- In the case of employees subject to the two-tiered rate structure, the employee must distribute the total kilometres on the claim between those subject to the higher and lower rates (that is, under and over 9,000 km.) based on the amount as per the log in (6) above. Distances travelled up to 9,000 km. should be billed at the higher rate and distances over 9,000 km. should use the lower rate, as defined in the Human Resources Policy Manual at http://www.exec.gov.nl.ca/hrpm/private_veh.html . Note that the effective dates of the rates utilized must correspond to the dates of travel.
- In the case of employees not subject to the two-tiered rate structure, only one line using the lower rate is required.
- Please note that when transferring the claim amount to a Travel Claim form, the HST portion of the claim amount should be imputed and entered separately.

8. Certified Correct:

Claimant should sign and date this section after ensuring that all details and calculations are correct.

9. Approved:

To be completed by the individual approving the Travel Expense Claim. The approver is responsible to ensure that the amount claimed is reasonable and was government related in accordance with government policy, is properly calculated and was approved prior to being incurred.