How do I....? Claim mileage

NOTE: To be eligible to claim mileage reimbursement from UNSW, you will need to have previously completed a MV1 form (available from the Finance website) and had it signed by the Centre’s CEO. To be able to approve a MV1 form, the Centre’s CEO will need to see your Comprehensive Motor Vehicle insurance premium receipt and your Comprehensive Motor Vehicle Insurance policy.

1. When claiming mileage you will need to submit the following details on an MV2 form by e-mail, post or in person to the finance manager:
   - The name of the claimant
   - The engine size of the car (in CCs or litres)
   - The dates of travel
   - Starting & Destination points
   - Number of kilometres travelled
   - Reason for travel
   - Project to be charged

2. Each claim for mileage should be accompanied by an Otherwise Deductible Form FBT04 under ‘Taxation Forms’ on http://www.fin.unsw.edu.au/InformationCentre/FormsDirectory.html

3. Once the mileage claim has been entered into the Accounts Payable system, you will receive an Expenses Reimbursement Claim Form which summarises your claim. Please check this form, sign it, have it signed by your budget holder and return the original signed copy to the finance manager. If you are claiming mileage from more than one project, please have the budget holder of each project sign the Expense Reimbursement Claim Form.

4. Accounts Payable will reimburse the money into the same bank account into which your UNSW salary is deposited.