

**PRIVATE VEHICLE LOG SHEET**

Date sent to accounts \_\_\_\_\_ Initial \_\_\_\_\_

Please note authorisation of reimbursement requires that all details on this form to be completed.

Volunteer Name: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Please note: a maximum of 20 kms to and from point of volunteering is permitted per day.

Please circle engine size: (1) Over 2600cc = 0.69c (2) 1601 – 2600cc = 0.58c (3) 1600cc & under = 0.489

Odometer Reading Trip Start	Odometer Reading Trip End	Kilometres Travelled	Volunteer Department	Destination	Date of Journey
<b>TOTAL</b>			Amount in dollars to be reimbursed	\$	

Signature Supervisor of Volunteer \_\_\_\_\_ Date \_\_\_\_\_

Signature Department Coordinator \_\_\_\_\_ Date \_\_\_\_\_

Source: Volunteering Alliance

[www.wavolunteeringessentials.com.au](http://www.wavolunteeringessentials.com.au)