

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
TOTAL			Amount in dollars to be reimbursed	\$	

Signature Supervisor of Volunteer Date

Signature Department Coordinator Date

Source: Volunteering Alliance

www.wavolunteeringessentials.com.au