



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>
TOTAL KILOMETERS							

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

Staff Signature: _____
Date: _____