

Vehicle Private Use Authority and Conditions of Use

Name:	Uni ID:
Position:	Drivers Licence No.
Level:	College/School/Division:

Employee Level	Eligible for Use	Vehicle Salary Package Options	Option A/ Vehicle Allowance ¹	Option B/ Cash Out Value ²
Level 1 – Deputy Vice Chancellors, Pro Vice Chancellors and Exec Director (A&P)	Full Private Use	A, B	Up to \$45,000	\$22,000 pa
Level 2 – College Deans, School Directors, Directors of Service Divisions	Full Private Use	A, B	Up to \$36,000	\$18,000 pa
Level 3 – Other officers as approved by the Director, Human Resources	Full Private Use OR	A, B	Up to \$32,000	\$18,000 pa
	Conditional Private Use	A	Up to \$32,000	N/A

Vehicle Salary Package Options

Option A: University Provided Motor Vehicle **or**

Option B: Cashed Out Benefit – (\$18,000 or \$22,000)

EMPLOYEE TO COMPLETE: EMPLOYEE REQUEST/ENTITLEMENT

Option	Tick	Action
Option A	<input type="checkbox"/>	Terms and Conditions Option A
Option B	<input type="checkbox"/>	Terms and Conditions Option B
Signed: (Employee)		Date:

DELEGATE TO COMPLETE

Employee is authorised to have:	Full Private Use <input type="checkbox"/>	Conditional Private Use ³ <input type="checkbox"/>
Existing or New Entitlement	Continuing Entitlement <input type="checkbox"/>	New Entitlement ⁴ <input type="checkbox"/>
Option Authorised by Delegate:	Option A <input type="checkbox"/>	Option B <input type="checkbox"/>
Employee Level	Level 1 <input type="checkbox"/> Level 2 <input type="checkbox"/> Level 3 <input type="checkbox"/>	
Delegate Name & Signature:		
Uni ID:		
Delegate Position:		
Delegation Held:	N157 <input type="checkbox"/>	N159 <input type="checkbox"/> Y228 <input type="checkbox"/>

¹ Option A, vehicle allowance based on 2 years or 40,000klm whichever comes first

² Option B cash out, is based on a Per Annum basis.

³ If 'conditional' private use is specified, please attach a list of the conditions that have been agreed to (refer Terms and Conditions Option A).

⁴ If SAO 1 to 4, approval is also required by the SM Remuneration Committee.

Vehicle Private Use / or Vehicle Allowance Authority

Conditions of Use – Option B Motor Vehicle Allowance

Design by CIS



11.07.05

Human Resources, Building 10A

Enquiries: (02) 6125 8710
Facsimile: (02) 6125 8797

University ID:

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Motor Vehicle Allowance (Cash Out – Option B)

Please write clearly in BLOCK LETTERS.

Family Name: Given Names:

Dept / Unit: Phone:

School / Div:

Authorisation/Declaration

I hereby declare that:

1. I have completed the Vehicle Allowance Authority form (signed copy attached)
2. I acknowledge that this motor vehicle allowance is a direct alternative to the provision of a fully maintained university vehicle.
3. I acknowledge I am responsible for providing my own transport to and from work and when undertaking business related activities in and around Canberra, Kioloa and Sidings Springs.
4. I acknowledge I am not entitled to a motor vehicle mileage allowance or reimbursement of any running costs for using my own vehicle in and around Canberra, Kioloa and Sidings Springs when undertaking business related activities.
5. I am not entitled to utilise University cabcharge card, vouchers or the ANU purchase card when undertaking business related activities in and around Canberra, Kioloa and Sidings Springs unless traveling to and from the airport to go interstate / overseas on University Business.

Signature: Date:

D	D	M	M	Y	Y	Y	Y
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**PLEASE FORWARD THE COMPLETED FORM AND DOCUMENTATION TO:
Pay/Personnel Team, Human Resources Building 10A**

OFFICE USE ONLY

Total Amount payable:

\$18,000 pa or \$22,000(for the Executive)	\$		pf
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Override Charge to Account:

A	S	S	D	D	D	S	S	G	G	A	A	A	A	S
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Other Information