



Procedure: Use of private vehicles on University business

Purpose

To provide guidance on when reimbursement for private vehicle use on official University business can be authorised.

Procedure

1. Reimbursement is applicable for staff members who:
 - are authorised to use their private vehicles on official University business; or
 - qualify for an overtime travelling allowance in accordance with the provision of the prevailing ANU Enterprise Agreement.
2. Authorised use can only be provided upon proof, to the delegate, of a copy of your current drivers' licence and proof of vehicle registration and comprehensive insurance.

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