



**EMPLOYEE JOURNEY CLAIM FORM FOR TRANSPORT OF SERVICE USERS**  
 EMAIL [CSSTIMESHEETS@EDMEN.COM.AU](mailto:CSSTIMESHEETS@EDMEN.COM.AU) BEFORE MIDDAY MONDAY TO ENSURE PAYMENT THIS WEEK

| Date | Your Name | Site Name / Service User Name | KLM Travelled | Reason for Journey / Name of Client Transported / Location of Travel | Registration number of vehicle used |
|------|-----------|-------------------------------|---------------|--|-------------------------------------|
|      |           |                               |               |  |                                     |
|      |           |                               |               |  |                                     |
|      |           |                               |               |  |                                     |
|      |           |                               |               |  |                                     |
|      |           |                               |               |  |                                     |

By ticking this box you are acknowledging that you agree to the Personal Vehicle Use Terms and Conditions (next page)

**OFFICE USE ONLY**

**Manager Name:** \_\_\_\_\_ **Manager Authorisation:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Contact: Head Office** Ph: 1300 665 880, 247 Shellharbour Rd Warrawong 2502

## EMPLOYEE JOURNEY CLAIM FORM FOR TRANSPORT OF SERVICE USERS

Personal Vehicle Use Terms and Conditions (see below)

By signing this form, I acknowledge and agree to the following:

- *payment of the motor vehicle allowance will be made on a cents per kilometre basis. The rate of cents per kilometre will be the rate set by the appropriate award or Edmen collective agreement.*
- *drivers' licence for the appropriate class of vehicle being driven, and the number of passengers being transported;*
- *as the driver of this vehicle, I confirm and agree that the Edmen Group of Companies will not be liable for any loss or damages arising from damage sustained to my vehicle during the transport of service users whilst I was/am on assignment;*
- *the vehicle which was used to transport service users has a valid and current policy of compulsory third party (CTP) insurance which applies to it;*
- *the vehicle which was used to transport service users is regularly maintained and is in a roadworthy condition;*
- *the vehicle which was used to transport service users is fitted with appropriate safety restraints; and*
- *the vehicle which was used to transport service users has been serviced during the last 6 months*
- *I have reported all and any motor vehicle accidents in which my vehicle has been involved since the completion of my last Employee Journey Claim Form to an authorised representative of the Edmen Group of Companies*