**KM Claim Form**

1. KMs can only be claimed if the staff member has a client in their vehicle unless they are required to return to the house during their shift.
2. When taking clients for outings the KM paid is limited to 30 KM round trip unless approval has been obtained from the house manager in advance.
3. This form must be completed and submitted for approval to the House Manager 7 days prior to pay day to be included in that fortnight’s pay.

Staff Member’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vehicle Description: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vehicle Rego: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Date** | **Time** | **Starting KM** | **Ending KM** | **Difference** | **Origin/Destination** | **Reason** |
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| **Total Distance Travelled** | | | | | | |