

Business Travel Claim Report



Date:	14 August 2012
Vehicle	1DDF644
Cost/km:	\$0.73/km
Date period:	1 July 2012 to 31 August 2012

Employee Name:	Joe Bloggs
Employee Number:	1234567
Email Address:	sales@gpslogbook.com.au
Company Name:	GPS Log Book
Department:	Department

Business Travel Summary

Date	Distance (km)	Amount
2012-07-25	7.51	5.48
2012-07-30	42.89	31.31
2012-08-02	2.20	1.60
2012-08-06	16.77	12.24
2012-08-07	10.38	7.57
2012-08-13	25.40	18.54
2012-08-14	55.00	40.15
	160.14	\$ 116.91

Business Travel Detail

Start Date	Start Location	End Location	Comment	Duration	Distance (km)	Amount
2012-07-25 11:27:42	Work	Altronics		00:08:56	3.61	2.64
2012-07-25 11:53:26	Altronics	OfficeWorks Subi		00:07:05	2.25	1.64
2012-07-25 12:15:42	OfficeWorks Subi	Work		00:04:17	1.65	1.21
2012-07-30 09:43:46	Work	Centurion Transport	drop off RTIO delivery	00:31:52	20.93	15.28
2012-07-30 10:19:03	Centurion Transport	Perth RC	looked at samples	00:16:40	11.57	8.45
2012-07-30 10:42:49	Perth RC	OfficeWorks Subi	get headset for sarell	00:14:48	8.63	6.30
2012-07-30 11:22:23	OfficeWorks Subi	Coles Subi	get office supplies	00:02:54	0.99	0.72
2012-07-30 11:53:32	Coles Subi	Work	back to work	00:02:39	0.78	0.57
2012-08-02 12:42:25	Work	Worldwide Printing Subi	picked up DL flyers	00:04:44	2.20	1.60
2012-08-06 10:50:47	Work	JB Hifi Osborne Park	office supplies	00:12:09	6.73	4.91
2012-08-06 11:31:27	JB Hifi Osborne Park	OfficeWorks Subi	office supplies	00:14:58	7.46	5.45

2012-08-06 12:08:01	OfficeWorks Subi	MixT	dropped off GLB samples and collected G50	00:03:53	1.19	0.87
2012-08-06 12:21:32	MixT	Caltex Subi	Office supplies	00:04:14	0.82	0.60
2012-08-06 12:28:20	Caltex Subi	Work	back to office	00:02:06	0.57	0.42
2012-08-07 18:30:47	Work	Subi Shops	picked up shane - dinner meeting	00:27:21	10.38	7.57
2012-08-13 08:37:13	Scarboro Toyota	AusPost Osborne Park	went to buy postage boxes and bags	00:22:34	4.07	2.97
2012-08-13 09:06:36	AusPost Osborne Park	OfficeWorks Osborne Park	more boxes purchased	00:04:43	1.38	1.01
2012-08-13 09:30:19	OfficeWorks Osborne Park	Work	back to office	00:13:12	6.41	4.68
2012-08-13 11:15:59	Work	Coles Subi		00:03:24	1.24	0.90
2012-08-13 11:31:35	Coles Subi	Work		00:02:27	0.72	0.53
2012-08-13 16:31:34	Work	Scarboro Toyota		00:19:38	5.33	3.89
2012-08-13 16:58:45	Scarboro Toyota	Work		00:16:33	6.26	4.57
2012-08-14 11:17:06	Work	Allight Sykes	dropped off G50 and samples for Allight	00:25:33	26.70	19.49
2012-08-14 11:46:28	Allight Sykes	Work	back to the office	00:30:25	28.30	20.66
Totals				04:57:05	160.14	\$ 116.91