

# Private Vehicle Allowance

**THERE MAY BE TIMES when you need to use your private vehicle to conduct NAB business. Prior to using a private vehicle for NAB business, you must get approval from your People Leader.**

## WHAT'S NOT COVERED?

Travelling to and from your usual work location does not usually qualify. However, your People Leader may approve use of your private vehicle when you start or finish work at a time when your usual or reasonable means of transport is not available.

## WHAT'S COVERED?

Travelling to and from a place of work that isn't your regular place of work should be covered, as should travelling between NAB workplaces while you're at work. Things like travelling to another store to provide relief during the course of your shift.

## ALLOWANCE RATES

If you are a Group 1 or 2 employee and required by NAB to use your private vehicle to perform your role you will be paid 66 cents per kilometer.

You must claim a minimum of seven kilometres each return trip.

Public Transport Stoppages and Health Issues

People Leaders may approve an allowance of 13.5 cents per kilometre for private vehicle use where Public transport stoppages occur or there are health issues.

## TAX IMPLICATIONS

Private Vehicle Allowance is non-taxable up to 5,000

km per financial year. Taxable and non-taxable travel reimbursements appear on your payment summary.

## INSURANCE COVERAGE

NAB policy requires your vehicle to be registered in a road worthy condition, and have comprehensive insurance that covers the following, if it is to be used on NAB business:

- business use
- accidental damage to vehicle
- third party damage up to at least \$500,000
- indemnification of NAB or MLC as employer/principal

NAB will pay for any additional insurance costs incurred because your vehicle will be used regularly for business purposes.

## ACCIDENT AND INSURANCE CLAIMS

So you do not incur financial disadvantage when using your vehicle for the purpose of conducting NAB business, you can seek reimbursement for accident and insurance claims, if you are involved in an accident.

You may be eligible for reimbursement of:

- all or part of repair costs, or
- any excess and/or additional premium which the employee may be required to meet as a direct result of the claim on their comprehensive insurance policy.

When considering reimbursement, full circumstances of the accident and, if appropriate, steps taken to recover amounts from any other party involved in the accident will be taken into account.

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