



Accounts Payable Voucher Car Allowance Statement

Finance - Financial Services

NOTE: To be used for privately owned vehicles authorized for use on City of London business within the City of London. For out-of-city use, use "Accounts Payable Voucher - Travel Advance/Expense Report", form number 0627.

Employee number	Employee name	Deposit Notice to be sent to where email is not applicable
Service Area		Division/Section
Vehicle licence number	Invoice/ GL date	Explanation/Remark for Notice of Payment

Line No.	Travel Date	Mileage Detail (Odometer Readings)			Parking Expense	Purpose of Trip
		Out	In	No. of Km.		
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
X						

Add another item.

Total no. of kms	Total parking expense
0	\$0.00

Total kms: 0 at 50 ¢ per km = \$0.00

Description	Account Number	S/L Type	S/L Number	Expense Amount	HST Rate	HST Amount
	.213000	A				
	.213000	A				
	.213000	A				
	.213000	A				

Details shown by me on this statement are certified as correct. I certify that the vehicle(s) used for City business are covered by valid third party liability insurance of not less than \$1,000,000. By signing this form I authorize this payment to be deposited to my payroll bank account and the deposit notice to be sent to my City of London email address.

Payment approval

ERO approval signature _____ Date (YYYY MM DD) _____

Employee signature

Date (YYYY MM DD)