**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

To whom it may concern,

**RE: MOTOR VEHICLE TRAVEL – EMPLOYEE**

As the **EMPLOYER / SUPERVISOR** **(please circle)** of **EMPLOYEE**, I wish to confirm that travel is a fundamental requirement of their role with **Business Name (ABN ).**

EMPLOYEE is required to travel for: (*please delete below where not appropriate*)

- Office errands

- Customers runs / pickups / travelling sales role

- As there is no usual workplace, travel between their home and different workplaces is at least every few days

- Carry bulky tools or equipment for work (eg. an extension ladder) which is required to be transported as the equipment is essential to earning their income and there is no secure area to store the equipment at the work location. Furthermore, the equipment is bulky (at least 20kg) and difficult to transport.

- Home to your place of education and back, or your workplace to your place of education and back.

Regards,

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer / Supervisor (please circle)

**Business Name**