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

**RE: MOTOR VEHICLE TRAVEL – EMPLOYEE NAME**

As the **EMPLOYER and/or SUPERVISOR** 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: (*accountant to delete below where not appropriate before sending to client*)

* Office Errands
* Customers runs / pickups / travelling sales role
* Carry bulky tools or equipment for work (e.g. 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,

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

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

**EMPLOYER / SUPERVISOR (please circle)  
BUSINESS NAME**