

**SELF-CERTIFICATION FORM FOR SINGLE HIGH-RATE DRIVING AUTHORISATION**  
**pursuant to the guidelines for official transport and driving authorisation.**

The mileage allowance for work-related driving is to be paid according to the government's high rate because:

Reason	Please tick the correct answer.
I could not have reached the destination using public transport, or could only have reached it with difficulty	
I took at least two colleagues with me in the car	
Names of colleagues:	
I had to transport heavy or bulky material that could not have been transported on public transport, or could only have been transported with difficulty	
I used my own private means of transport to drive students because an official car was not available	
I work at the Department of Forensic Medicine and had to attend a crime scene examination/personal examination of victims/offenders	

The list of reasons for the high rate is exhaustive. The mileage allowance for all other types of work-related driving is paid according to the government's low rate.

I hereby declare that my immediate superior has approved that the above-mentioned work-related driving should be paid according to the government's high rate:

<b>Civil reg. no.</b>	
<b>Name:</b>	
<b>Faculty/department/administrative division:</b>	
<b>Date of journey:</b>	

Date:

AUID:

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Employee's signature