



# EXPENSE REIMBURSEMENT CLAIM FORM

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

Package Number : 

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Employer: \_\_\_\_\_

Date: \_\_\_ / \_\_\_ / \_\_\_      Number of pages including cover sheet: \_\_\_\_\_

### Instructions:

- Fill out the description of the expense(s) to be reimbursed
- Attach a copy of the receipt(s) and/or Tax Invoice(s) to the Claim Form  
*(\*Include receipt from supplier or credit card "Customer Copy" or credit card statement).*
- Either FAX on (03) 9882 5444 or POST to PO Box 1247, Camberwell Vic 3124

Description of Expense (items <u>with</u> GST)	Amount \$
▪ <i>If more than \$50.00 per item requires copy of Tax Invoice(s)</i>	
Description of Expense (items <u>without</u> GST)	
<b>Total Amount Claimed</b>	<b>\$</b>

### Work Related Expense Declaration

I, \_\_\_\_\_ declare that the expenses for (please tick as appropriate):

- Laptop computer,
- PDA,
- work or income related expense of \_\_\_\_\_

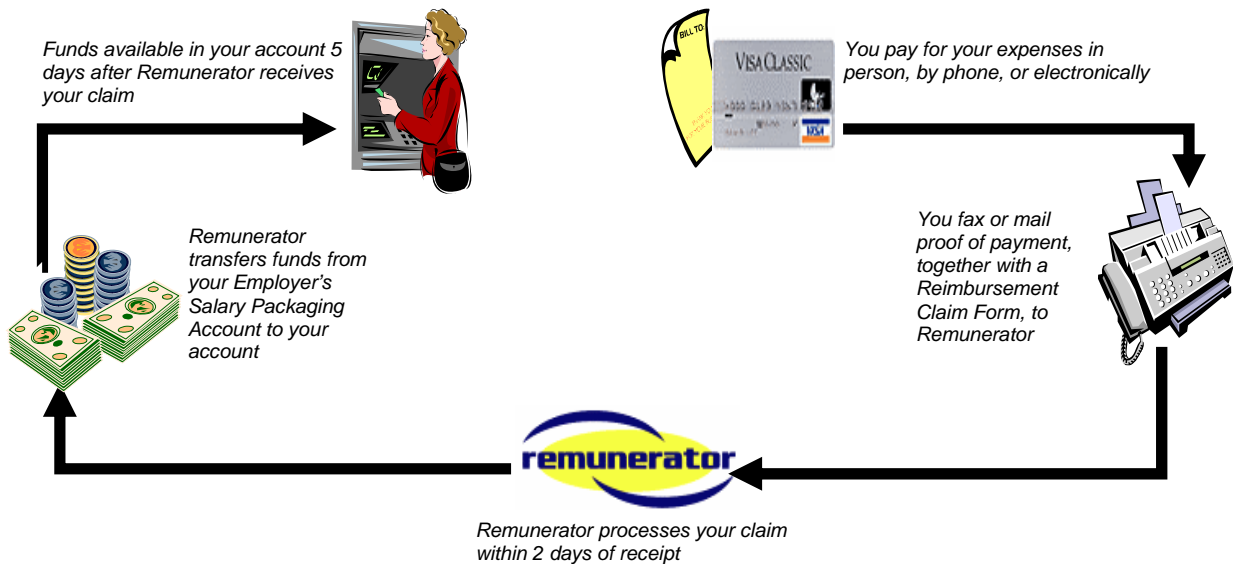
as claimed on this reimbursement have been incurred by me due to a predominantly work related nature.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# PACK FACT

## HOW DO REIMBURSEMENTS WORK?



**REMEMBER:** You will only be reimbursed the amount deducted from your salary. You will receive the funds in your account within 5 days of Remunerator receiving your claim.

### Example:

- You have budgeted \$8,755 per year for your Credit Card expenses.
  - You have \$336.73 deducted from your salary each fortnight for salary packaging ( $\$8,755 \div 26$ ).
  - After 3 fortnights you have had \$1,010.19 deducted from your salary ( $\$336.73 \times 3$ ). \$1,010.19 is available for you to claim.
- | ◆ When you claim less than what has been deducted from your salary (eg. Less than \$1,010.19)  | ◆ When you claim more than what has been deducted from your salary (eg. More than \$1,010.19)  |
|--|--|
| <ol style="list-style-type: none"><li>1. After paying \$600 off your credit card you fax your credit card statement, and a Reimbursement Claim Form, to Remunerator.</li><li>2. Remunerator processes your claim within 2 days of receipt.</li><li>3. \$600 is deposited into your account in 3 working days.</li><li>4. <b>Please Note:</b> You still have \$410.19 available to claim (<math>\\$1,010.19 - \\$600</math>).</li></ol> | <ol style="list-style-type: none"><li>1. After paying \$1,500 off your credit card you fax your credit card statement, and a Reimbursement Claim Form, to Remunerator.</li><li>2. Remunerator processes your claim within 2 days of receipt.</li><li>3. \$1,010.19 is deposited into your nominated account in 3 working days.</li><li>4. The remainder of your claim is reimbursed to you over the following pay periods as the money is deducted from your salary. <b>I.e. Your claim for \$1,500 is reimbursed over 3 fortnights (<math>\\$1,010.19 + \\$336.73 + \\$153.08</math>)</b></li></ol> |

**Multiple benefits on reimbursement method** are 'pooled' together and claims are processed and reimbursed in the order they are received, using the total pooled deduction up to the total annual budget.

### DISCLAIMER

The information supplied on this page is provided as an information guide only. It contains Remunerator (Aust) Pty Ltd ACN 074 423 966 interpretation of the current Tax Legislation (as at July 2002) which is subject to change at any time without notice and should not be relied on as a substitute for legal or other professional advice.