



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
Note: Fax Cover Sheet not required

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)	
Total Amount Claimed	\$

Work or Income Related Expense Declaration

Please sign, if you are claiming a reimbursement for a work or income related expense (ie: an expense that if you didn't salary package would be available to you as a tax deduction on your personal tax return eg. professional development, development travel, professional membership or subscriptions to trade journals, financial counselling, income protection).

I, _____ declare that the above work or income related expenses were provided to me by my employer and the expenses were incurred by me for the following purpose.

_____ (Description)

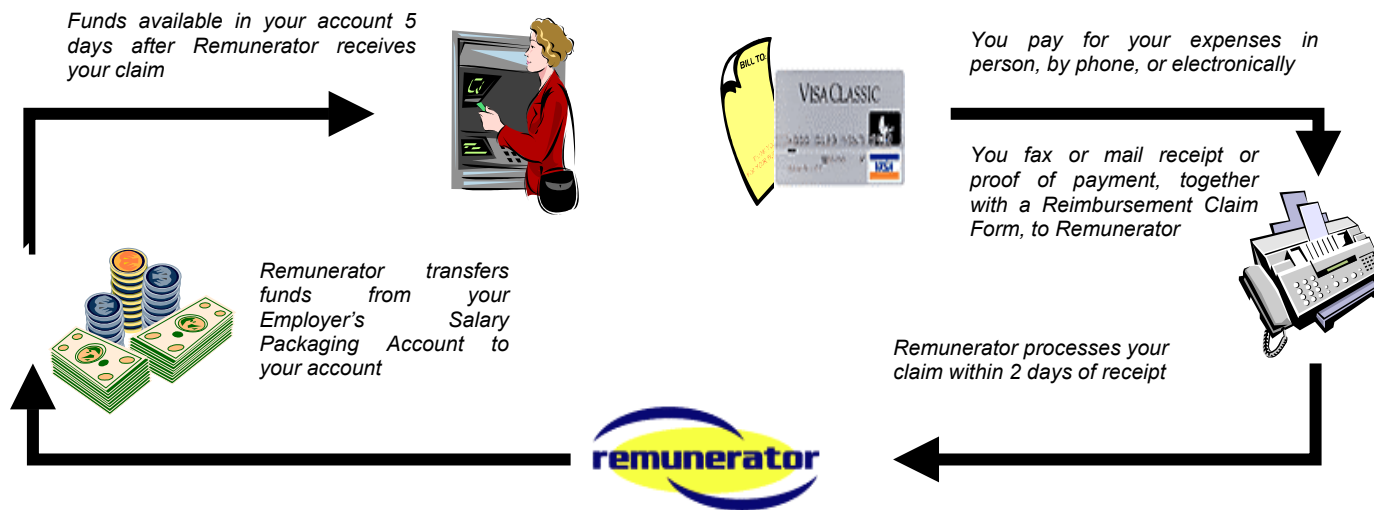
I also declare that the percentage of the above expense incurred in earning my assessable income was 100%.

Signature: _____



Take full advantage 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)

1. After paying \$600 off your credit card you fax your credit card statement, and a Reimbursement Claim Form, to Remunerator.
2. Remunerator processes your claim within 2 days of receipt.
3. \$600 is deposited into your account in 3 working days.
4. **Please Note:** You still have \$410.19 available to claim ($\$1,010.19 - \600).

When you claim more than what has been deducted from your salary (eg. more than \$1,010.19)

1. After paying \$1,500 off your credit card you fax your credit card statement, and a Reimbursement Claim Form, to Remunerator.
2. Remunerator processes your claim within 2 days of receipt.
3. \$1,010.19 is deposited into your nominated account in 3 working days.
4. The remainder of your claim is reimbursed to you over the following pay periods as the money is deducted from your salary. **ie. your claim for \$1,500 is reimbursed over 3 fortnights (\$1,010.19 + \$336.73 + \$153.08).**

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 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. Example uses income tax rates effective 1st July 2004.

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