

Professional development travel expenses

Expense payment benefit declaration

(Only required if salary packaging as an FBT exempt benefit item)

I, employed by
(Employee name)

..... declare that
(Employer name)

..... were provided
(Professional development travel expense)

to me during the period from ___/___/___ to ___/___/___ and the travel expenses were incurred by me for the following purpose(s):

.....
.....

The number of family, friends and other non-employees sharing the accommodation was

Note: Give sufficient information to demonstrate the extent to which the travel expenses were incurred by you for the purpose of earning your assessable income. Full details of seminar and location required.

I also declare that the percentage of those expenses incurred for fares in earning my assessable income wasper cent (as per travel diary – see note below).

I also declare that the accommodation costs claimed are only those attributable to me as an employee, and any additional costs of accommodation incurred where family, friends and other non-employees share the accommodation, are not included in this claim. I understand that additional costs may be claimed under private travel as a full FBT benefit item.

I declare that my travel was:

- within Australia and did not include any private travel
- within Australia for periods exceeding five nights and included private travel
- outside Australia (overseas)

and have included the travel diary where required with my claim.

Signature: Date:

Note: If the benefit relates to overseas travel or travel within Australia for periods exceeding five nights and included private travel the employee must submit a travel diary in the approved form. Failure to provide the diary at the time the claim is made will result in the expenses becoming automatically subject to full FBT.

Privacy notice

The salary packaging administrator is collecting your personal information on this form for the purpose of processing your salary packaging agreements. The salary packaging administrator will pass your personal information on to your agency's payroll section as part of the administration of your salary packaging agreements, Queensland Government Procurement in relation to the management of the salary packaging arrangement, and Queensland Treasury for auditing purposes. Your personal information will not be used for any other purpose or disclosed to any other third party, without your consent, unless authorised or required by law.

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