

Professional development expense employee's supervisor declaration

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

Employee supervisor declaration

Supervisor name:

Position held:

Employer name:

Supervisor's phone number:

Name of employee supervised:

Details of professional development undertaken (e.g. course/seminar/conference):

.....

Employee's position:

Is the employee's current position ☐ Substantive ☐ Acting

If acting – nominate the period of time you have been continuously in this positionyears
months.

Description of employee's work

.....

Employee supervisor time:yearsmonths

I hereby certify that the professional development undertaken by the employee named above is directly related to the employee's current employment activities for the following purposes:

1.
2.
3.

I also certify that the employing department has not provided or made available or intends to make available any partial or full reimbursement of these expenses.

Signature: Date:

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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