

Professional development travel expenses employee's supervisor declaration

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

Employee supervisor declaration

Supervisor name:

Position held by supervisor:

Employer name:

Supervisor's phone number

Name of employee supervised:

Employee's purpose of travel (provide details of professional development):

.....
.....
.....

Employee's position

Is the employee's current position Substantive Acting

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

Nature of employee's work:
.....
.....
.....

Employee supervisor time:yearsmonths

I hereby certify that the professional development travel undertaken by the employee named above is directly related to the employee's employment 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 travel expenses.

Employee's total absence from work: (Dates: from.....to.....)

Days as supported by the attached employee's travel diary.

Nature of any leave taken in conjunction with professional development travel:

Recreation leavedays

Long service leavedays

Special leavedays

RDOs/flexdays

Other leavedays

Employee supervisor signature: Date:

NOTE

Details of private travel undertaken before or after the 'business travel' have to be identified in the employee's travel diary and include:

- (1) commencement date of the private travel
- (2) the location of the private travel
- (3) the end date of the private travel.

Privacy notice

The salary packaging bureau service provider is collecting your personal information on this form for the purpose of processing your salary packaging agreements. The salary packaging bureau service provider will pass your personal information on to your agency's payroll section as part of the administration of your salary packaging agreements, the Queensland Government Chief Procurement Office 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.