

SALARY PACKAGING

Employee form - expense benefit items reimbursement

When claiming reimbursement of your allowable benefits, we require supporting documentation in order for Trinitas to process your expense claim. Please ensure the payment reference and receipt number is clearly shown on the documentation provided.

Please complete this form and email to salarypackaging@trinitas3.com.au

Please tick applicable	Item	Amount	For office use
Remote area mortgage			
	Please include bank statements for the last quarter		
Remote area household fuel			
	Please include invoice and receipt		
Remote area rent			
	Please include the most recent rental agreement		
Remote area travel			
	Please include remote area travel declaration and flight/fuel invoices		
Investment interest			
	Please include the investment load statement from the last three months		
Tools of trade			
	Please include any relevant invoices		
Relocation expense			
	Please include any relevant invoices		
Novated lease expense reimbursement			
	Please include any relevant invoices		
Bank account details			
Account name			
Bank and branch			
BSB			
Account number			