

SALARY PACKAGING

Employee form - remote area allowances declaration

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

Section A

I, _____ declare that:
(name of employee)

for the purposes of having a holiday of not less than three days,

(state who travelled, eg self, self and family, etc)

travelled on _____ 20_____ by _____,
(state mode of transport eg car, plane)

from _____ to _____
(place of departure) (destination)

I also declare that:

- Expenses of \$ _____ were incurred by me on transport, accommodation & meals in undertaking that holiday travel
(amount in figures)
- I returned to my work location on _____ 20_____.
(delete if the travel was not undertaken by self)

If some or all of the transport expenses reimbursed by the employer were car expenses and the reimbursement was calculated on a cents-per-kilometre basis, please also complete section B.

Section B

I, _____ declare that:
(name of employee)

for the purposes of having a holiday of not less than three days,

(state who travelled eg self, self and family, etc)

I declare that the travel was undertaken with my car (or a car leased by me) and that:

- The car is _____
(state make and model of car and whether rotary engine or not)

with an engine capacity (in cubic centimetres) of _____

- The total number of kilometres travelled in the car between places of departure and destination (including the return journey) was _____

- The number of family members (apart from myself) traveling in the car was _____

- The amount of the cents-per-kilometre car expenses reimbursed included in the total expenses declared above is \$ _____.
(amount in figures)

Name		Signature		Date	
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