

GST REIMBURSEMENT CLAIM FORM

To be completed only by staff members who have submitted a request to salary package any of:

- portable computer
- business computer software
- mobile phone
- Qantas Club membership

The GST-exclusive component of the invoices will be salary packaged through the payroll system, use this form to claim reimbursement of the GST component of the invoices.

PLEASE NOTE: Original paid tax invoice must be attached to this form before any reimbursement can commence. Salary packaged items such as portable computer, business computer software and mobile phone are to be used primarily for work purposes.

SECTION 1 – STAFF MEMBER’S DETAILS (To be completed by staff member)									
Family Name					Given Name(s)				
Personnel Number									Position title
Faculty/Division					Contact Tel. No _____				
Organisational Unit					Campus				
Item(s)					GST Amount \$				
TOTAL									

SECTION 2 – STAFF MEMBER’S SIGNATURE	
Signature of Claimant	Date ___ / ___ / _____

FOR HR OPERATIONS OFFICE USE ONLY		
Approved by	Date ___ / ___ / _____	Pay Period
FAXED COPIES OF THIS FORM WILL BE ACCEPTED 9902 9530		

For assistance please contact HR Enquiries on 9902 0400

Please return completed form to HR Operations, Human Resources Division, Monash University, VIC, 3800

Human Resources Division privacy collection statement is located at <http://privacy.monash.edu/guidelines/collection-personal-information.html#hr>