



EXPENSE PAYMENT BENEFIT DECLARATION

I, _____ declare that expenses for

(Show the nature of expenses eg. Telephone rental and / or calls, subscriptions to professional organisations)

and amounting to \$ _____ ▪ _____

were incurred by me during the period from ____/____/____ to ____/____/____

for the following purpose(s):

(Please give sufficient information to demonstrate the extent to which the expenses were incurred for the purpose of earning your assessable income)

I also declare that _____ % of those expenses were incurred in earning my assessable income.

If declaration is less than 100%, the remaining percentage incurs FBT if reimbursed, and must be coded accordingly.

Signature of Claimant: _____ Date: ____/____/____

- This form is to be completed when claiming expenses such as:**
1. Invoices/receipts in the name of the staff member
 2. Personal subscriptions/memberships to professional associations
 3. Personal telephone expenses including mobile
 4. Personal internet broadband fees
 5. Self education expenses – See www.deakin.edu.au/fbsd/fbt/SelfEducationExpenses.pdf

For more detail see the [FBT Expense Payment Benefits Guide](#) on the FBSD website