

## **Business and incidental private travel**

**Policy:** [http://www.utas.edu.au/docs/fin\\_services/policies/policy\\_11-9.html](http://www.utas.edu.au/docs/fin_services/policies/policy_11-9.html)

**Guidelines:** [http://www.utas.edu.au/docs/fin\\_services/policies/policy\\_11-9\\_2.html](http://www.utas.edu.au/docs/fin_services/policies/policy_11-9_2.html)

- ▶ **Where private travel not incidental to business travel, 50% of airfares to be reimbursed, otherwise FBT applicable on private portion of airfares and is payable by the Budget Centre**
- ▶ **Private travel is not considered incidental if in a different location than business travel.**
- ▶ **Private travel considered to be incidental where the business travel is at least equal to the private AND**

<b>Business Days Away</b>	<b>Combined Private Days</b>
1-30 days	Up to 3 days prior to, and up to 3 days post the business days
31-60 days	Up to 7 days (total private days in the period away)
61-90 days	Up to 14 days (total private days in the period away)
91+ days	Up to 21 days (total private days in the period away)

## Travel Diaries

- ▶ **Should be completed for all travel greater than 5 nights, sufficient detail to substantiate business purpose of travel, to be authorised by Head of Budget Centre. Should be attached to BCMS claims, acquittals and reimbursements. Copy to be retained by Budget Centre for a period of 5 years.**
- ▶ **Where a travel diary does not substantiate the business purpose of the travel or a travel diary is not available, FBT will apply and is payable by the Budget Centre**
- ▶ For any queries in relation to business and private travel or travel diaries please contact Business Services, exn 3655

## Staff Development – University Study

- ▶ **Staff Development Scheme – HECS Exemption Scholarship**
  - ▶ In-house residual benefit, UTAS receives generous tax concessions and in many instances FBT will not apply.
  - ▶ Where FBT does apply, FBT is payable by corporate account not the Budget Centre.
  - ▶ Where the grossed up taxable value is \$2,000 or more – benefit will be a reportable fringe benefit.
  
- ▶ **HECS – direct payment to UTAS or other Uni or by reimbursement to employee**
  - ▶ Subject to FBT for the entire amount, FBT payable by the Budget Centre.
  - ▶ Where the grossed up taxable value is \$2,000 or more – benefit will be a reportable fringe benefit.

## Staff Development – University Study

### ▶ **Payment or Reimbursement of full fee paying units/courses**

- ▶ Where the payment is 'otherwise deductible', FBT will not apply
- ▶ Otherwise deductible rule
  - ▶ This means that the taxable value of the benefit may be reduced by the amount which an employee would have been entitled to claim as an income tax deduction (self education expenses) in their personal tax return if the benefit was not paid for, reimbursed or provided by UTAS.
  - ▶ For the claim to be a self education expense, it needs to be demonstrated that the unit/study being undertaken relates to a current position or current assessable income.
- ▶ To ensure FBT does not apply, staff should complete the Educational – Expense Payment Benefit Declaration and submit the form with all payment and reimbursement requests and any BCMS claims. The declaration is available from the forms section of Finance website
- ▶ [http://www.utas.edu.au/docs/fin\\_services/forms/education\\_expenses\\_declaration.pdf](http://www.utas.edu.au/docs/fin_services/forms/education_expenses_declaration.pdf)

### Staff Development – University Study

- ▶ **Payment or Reimbursement of full fee paying units/courses**
  - ▶ Where the payment or reimbursement is not otherwise deductible, FBT will apply and is payable by the Budget Centre
  - ▶ Where the grossed up taxable value is \$2,000 or more – benefit will be a reportable fringe benefit.
  
- ▶ For any queries in relation to FBT and staff development please contact Business Services on Exn 3655