



# Christmas Functions



- Includes BBQs, drinks, dinner
- Hospitality Policy
  - Allows maximum per employee (in total) - \$50  
Prior approval by Head of Budget Centre
  - Greater than \$50 requires prior approval by Senior Manager eg Dean
- For further details refer to Hospitality Policy at:
  - [http://www.utas.edu.au/docs/fin\\_services/policies/policy\\_10-10.html](http://www.utas.edu.au/docs/fin_services/policies/policy_10-10.html)

# Fringe Benefits Tax



- FBT applies to all Christmas functions where supplied or subsidised to employees (and spouses /partners or other family members)
- To ensure that FBT is correctly applied please ensure that:
  - FBT Food and Drink Declaration form is attached to payment authorisation requests.
  - FBT wizard in BCMS is used when coding expenditure for Christmas functions (or any food and drink for that matter!)
- FBT rate approx 96% of cost



# Fringe Benefits Tax

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- Save \$\$\$ at Christmas time
- Buy staff small value gift hamper or gift voucher in lieu of entertainment
- Suggested value up to \$50.00
- Minor gift benefit = Nil FBT