



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



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



- 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