



UNIVERSITY  
OF TASMANIA

### Fringe Benefits Declaration

**For any entertainment or food and/or alcohol expenditure, please complete this declaration in full and attach to all petty cash and payment requests.**

1. Food provided  Sandwiches / finger food  
 Morning / afternoon tea  
 Light meal  
 Lunch/Dinner  
 Other \_\_\_\_\_
2. Location  On business premises  
 Off business premises (Venue) \_\_\_\_\_
3. Was alcohol provided  Yes  No
4. Type  Christmas/Welcome/Farewell  
 Function (not open to public)  
 Training/Workshop – please attach agenda  
 Conference – please attach agenda  
 Faculty – School Retreat – please attach agenda  
 Function (open to public)  
 Meeting  
 Field trip/Excursion  
 Other (please specify) \_\_\_\_\_
5. Purpose/Description \_\_\_\_\_
6. Total number of people in attendance \_\_\_\_\_

	No. of Employees (incl past & future)	No. of Spouses/ Partners/other family members	No. of Students	No. of Other Guests
Numbers				
Any contribution by Attendees Yes/No				
Contribution per Head \$				

7. Total Cost \$ \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

<b>Financial and Business Services Use Only</b>	
FBT Payable YES/NO <b>If YES</b>	Value per person in attendance \$ _____
	Amount of invoice subject to FBT \$ _____ <small>(GST code Taxable 10% Exp or GST Free Exp)</small>
	FBT calculated on above \$ _____ <small>(GST Code Non-BAS Exp)</small>
	Balance of invoice – GST non deductible \$ _____ <small>(GST Code: N/D /Pvte Exp)</small>