

# SALARY PACKAGING FACT FORM

## Venue Hire Expense Payments

### About Venue Hire Expenses

The venue hire benefit is a great way to maximise your salary packaging arrangements as it is over and above your cap limit.

This benefit allows you to salary package the cost of hiring venues or facilities for the provision of entertainment and/or recreation. This means you could salary package the cost of accommodation including hotels and motels when you're on holidays or even the cost of a reception centre, function room or marquee for any special event.

Please note: Meal Entertainment expenses do not form part of this benefit.

### How the Venue Hire benefit can be used

The following type of expenses will generally qualify as venue hire:

- Holiday accommodation, including hotels, motels and other similar units of accommodation
- Hire of a reception centre, function room or marquee
- A corporate box or other similar arrangement where the allocated seats have exclusive use and naming rights attached
- The accommodation component of a tour
- Boats or planes where the boat or plane has been hired in its entirety.

### Exclusions of the benefit

The following types of expenses do not qualify as venue hire:

- Travel, including air fares, to the hired venue or holiday destination
- Meals (including meal entertainment) and other incidental costs at the holiday destination
- Cruises
- Golf club or similar memberships
- Caravans, tents and camping sites
- Purchase of holiday homes or time share accommodation.

### How to get started

New to packaging	Already packaging
Call <b>1300 73 66 62</b> to set up your salary packaging account over the phone.	Complete an <b>amendment form</b> (available at <a href="http://www.remsew.com.au">www.remsew.com.au</a> ) and forward to RemServ.

An annual administration fee of \$77.00 (inc.GST) is payable when you add the venue hire benefit to your package. This fee will be deducted from your salary. This fee allows you to claim venue hire reimbursement **four times** per annum only. Each additional claim will incur a \$25.00 (inc.GST) fee.

## Claiming reimbursement

This benefit works on a reimbursement basis only (ie. you pay for the expense and RemServ will reimburse you from your salary packaging account).

To submit a reimbursement you will need to:

1. Complete a Venue Hire Reimbursement Claim Form (attached to this Fact Form or available from [www.remserv.com.au](http://www.remserv.com.au)).
2. Attach a copy of the receipt/tax invoice and proof of payment showing the dollar amount of the expense (in Australian dollars). Where the expense is part of a 'package deal', the accommodation component must be clearly identifiable.
3. Submit to RemServ via email ([remserv@remserv.com.au](mailto:remserv@remserv.com.au)), fax (1300 30 18 66) or post (GPO Box 424, Brisbane 4001).

## Things you need to know

- Funds allocated to the venue hire benefit will be held in your general salary packaging account and can be accessed for reimbursement of **all** claims regardless of the benefit item.
- Any approved expenses dated from 1 November 2009 can be claimed under this benefit.
- Meal entertainment expenses do not form part of the venue hire benefit.
- You cannot use your Salary Packaging Payment Card or your Meal Entertainment Payment Card to pay for venue hire.
- Venue hire expenses are exempt from FBT and are not reported on your payment summary as a fringe benefit.
- Venue hire is salary packaged in addition to the FBT capping threshold.
- Input Tax Credits are not available on this benefit.
- *Overseas venue hire* expenses will require both a copy of the receipt and copy of the credit card statement showing the **Australian dollar** amount of the expense.
- Venue hire expenses can include spouses or dependents.
- To claim for the accommodation component of a tour, the tour must be at least of an overnight duration and the cost of the accommodation must be split out as a separate item.

# Venue Hire Reimbursement Claim Form

My Employer is: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

State: \_\_\_\_\_ Post Code: \_\_\_\_\_ RemServ ID: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_

GPO Box 424  
Brisbane, QLD 4001  
PH: 1300 30 39 40  
FAX: 1300 30 18 66  
www.remserv.com.au

## Important Conditions (please read before completing and signing this form)

- i. Only reimbursement of venue hire expenses can be claimed using this form.
- ii. Venue hire refers to the hire of venues or facilities for the provision of entertainment and/or recreation. For example; hire of holiday accommodation, reception centre or function room, hire of a marquee and hire of a boat or plane in it's entirety for a holiday or social event. **Meal Entertainment expenses do not form part of the venue hire benefit.**
- iii. If venue hire expense was incurred in Australia, a copy of the receipted tax invoice and proof of payment, clearly showing the entire expense was for venue hire must accompany this request to enable reimbursement to be processed.
- iv. If venue hire expense was incurred outside Australia, a copy of the receipted tax invoice and proof of payment, clearly showing the entire expense was for venue hire and a copy of the credit card statement identifying the actual cost of the venue hire in Australian dollars must accompany this request to enable reimbursement to be processed. Note: Reimbursement for overseas venue hire will therefore only be possible if the venue hire expense was incurred using a credit card and a separate receipt showing the nature of the expense is obtained.
- v. Claims will be reimbursed by way of Electronic Funds Transfer (EFT) to your nominated bank account. (If you wish to change this account, please provide your new account details below).
- vi. Payment of venue hire cannot be made with your RemServ Salary Packaging Payment Card or Meal Entertainment Payment Card.
- vii. RemServ annual administration fee of \$77.00 (including GST) is payable upfront upon the commencement of salary packaging venue hire. The RemServ administration fee will be added to the salary packaging deduction amount and deducted from your salary. The RemServ administration fee allows you to claim venue hire benefit reimbursement **four times** per annum only. Any more than four claims within a year will incur a \$25.00 (inc. GST) fee each claim thereafter.

## Reimbursements (expenses already paid)

Receipt date	Payment for	GST component	Total amount
TOTAL			

Where there are insufficient funds to meet the request, RemServ will make partial payments unless otherwise advised.

## Payments will be made by electronic funds transfer (EFT) to the account number below

_____	_____
BSB Number	Account Number

I hereby declare that the attached invoice/s and receipt/s are for expenses incurred privately by myself or by my dependents and are not to be used for any other tax deductible purpose and are budgeted for within my salary package.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Send your request to RemServ at GPO Box 424, Brisbane QLD 4001 or by fax 1300 30 18 66**

### Privacy Notice

Remuneration Services (Qld) Pty Ltd (RemServ) is collecting your personal information on this form for the purpose of processing your salary packaging arrangements. RemServ will pass your personal information on to your employer's payroll section to enable the payment to you. RemServ may give your personal information to other persons, bodies or agencies without your consent, in circumstances where legislation requires or authorises the disclosure.