

REIMBURSEMENT AND DIRECT PAYMENT - TERMS AND CONDITIONS

REIMBURSEMENT TERMS AND CONDITIONS

1. The 'Reimbursement Claim Form' must be used for all reimbursement claims under your salary package.

The form must include: a description of the expense, the date the payment was made, the total amount of the payment (including GST where applicable), and any applicable GST component.

2. For all reimbursement claims, the following supporting documentation must be provided:

▪ A Statement of Account or Invoice:

This document must specify the nature and amount of the expense, the date incurred, and the supplier's name.

▪ A Tax Invoice:

Where the expense is subject to GST, you must provide a Tax Invoice which includes the supplier's ABN, the GST component of the expense and is clearly labelled 'Tax Invoice'.

Any Tax Invoice over \$1,000 must be invoiced in your full name and residential address.

Where a Tax Invoice is not provided or you have not specified the GST component, Southgate will process the reimbursement but your employer will be unable to claim any Input Tax Credit (ITC) on the expense; therefore no ITC will be returned to your package (where applicable under your employer's *Salary Packaging Policy*).

Where you provide a related Tax Invoice after a reimbursement has been processed by Southgate, no changes will be made to the GST treatment or reporting of the expense and no ITC will be reported by Southgate or claimable by your employer in relation to the expense.

▪ Proof of Payment:

Generally acceptable forms of proof of payment include: Electronic receipts issued by the supplier, EFTPOS/Credit Card receipt, credit card or bank statements showing the payment transaction, BPAY or PostBillpay receipts, or internet banking payment receipts confirming the payee and amount paid.

Handwritten receipts will **only be accepted where** the receipt correlates to the Statement of Account/Invoice, confirms the total amount paid, is marked "Paid" and is stamped by the supplier with a valid company seal.

ATM cash withdrawal receipts are **not** sufficient to prove cash payment and will **not** be accepted.

Verbal or written receipt numbers without any further payment documentation will **not** be accepted.

▪ Any further declaration or documentation requested by Southgate in relation to the specific benefit type.

3. All reimbursements will be made by Electronic Funds Transfer (EFT) to your nominated bank account. If your bank details have changed, you must complete a *Change of Personal Details Form* advising your new account details.

4. Reimbursement of your eligible claimed expenses will occur via:

- Full reimbursement of your total amount claimed if sufficient funds are available in your salary packaging account;
- OR
- Regular reimbursement via installments each paycycle until your total amount claimed has been reimbursed in full.

NOTE: Regular payments will take precedence over reimbursement claims lodged using the *Reimbursement Claim Form*.

5. If the *Reimbursement Claim Form* is incomplete or incorrectly completed or not accompanied by the appropriate supporting documents as requested by Southgate, the claim will not be processed until these conditions are met.

DIRECT THIRD PARTY PAYMENT TERMS AND CONDITIONS

1. The 'Third Party Payment Form' must be used for all direct payments under your salary package. It must include:

- a description of the expense;
- the date the expense is to be paid;
- the total amount of the expense (including GST where applicable) and any applicable GST component;
- the payee's name (ie. name of organisation/supplier to whom payment is to be made);
- the name of the bank/financial institution, BSB and Account Number of the Payee for EFT payment; and
- the payment reference to be used for the transaction (sent to the payee to identify the funds).

2. For all direct payment claims, the following supporting documentation must be provided:

- A Statement of Account or Invoice: (as per format requirements listed under Reimbursement section)
- A Tax Invoice: (as per format requirements listed under Reimbursement section)
- Any further declaration or documentation requested by Southgate in relation to the specific benefit type.

3. All direct payments will be made by Electronic Funds Transfer (EFT) to the payee's nominated bank account as specified on the *Third Party Payment Form*. No other payment methods are available.

4. If the *Third Party Payment Form* is incomplete or incorrectly completed or not accompanied by the appropriate supporting documents as requested by Southgate, the claim will not be processed until these conditions are met.