

Expense reimbursement form - Contractor/Temp Payroll

(Not to be used for kilometre reimbursements - use form FM-053 or FM-058)

This form is to be used for all reimbursements of agreed expenses incurred whilst working on assignment with clients of Hays Specialist Recruitment (Australia) Pty Limited (Hays).

Legible itemised invoices (EFTPOS/Visa/Master Card receipts or faded invoices that are illegible are not acceptable for expense reimbursements) must be provided. These should be attached to a separate A4 sheet of paper, clearly showing your name and email with this form to your Hays Contact.

I, as an employee of Hays, declare that the expenses below are incurred in the course of gaining or producing assessable income and there is no private expenditure. I accept responsibility to reasonably justify that the item(s) disclosed below are deductible and would have a fringe benefit taxable value of nil. Further, I acknowledge that I am responsible for any penalties or additional fringe benefit tax incurred by my employer arising for a false or misleading declaration made by myself.

Employee name _____

Employee signature _____

Date _____

Weekending date _____

Job number _____

Client company _____

Description of expense	To be completed by claimant		
	Net	GST	Total
Totals			

Client approval

I authorise payment of the above allowance/expenses to the employee, which were incurred whilst on business for business purposes. I agree to reimburse Hays this amount and any statutory costs on receipt on an invoice from Hays.

Name _____

Client signature _____

Date _____