**relocation TRANSPORT declaration**

*In order to ensure that UQ meets the requirements of the FBT exemption, this form must be completed by the employee when reimbursement for travel in their own car is provided (as part of an agreement to reimburse or pay for relocation expenses).*

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_declare that for the purpose of relocating my place of residence and

 [employee full name]

commencing employment at The University of Queensland, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 [state who travelled e.g. self &family]

travelled in a car owned or leased by me (or my family member) from

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

[place of departure] [destination] [date/s travel occurred].

The car is\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ with an engine capacity of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

 [make and model] [engine capacity]

The total number of kilometres travelled in the car was\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The number of family members (apart from me) travelling in the car was \_\_\_\_\_.

**Employee Signature / Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**UQ OFFICER – FINANCIAL DELEGATE must complete this section.**

This declaration is required support the FBT and non-FBT treatment of expenses described above. This declaration is to be attached as part of the EMS Reimbursement form or invoice.

Contact fbs-tax@uq.edu.au for questions.

|  |  |
| --- | --- |
|  | Financial Delegation Acceptance: *I understand the requirements and accept that the information provided is consistent with the amount to be paid.*  |
| Name: |  |
| Phone Extension: |  |
| Date & Signature: |  |