**Temporary accommodation relocation declaration**

In order to ensure that UQ meets Fringe Benefit Tax (FBT) requirements, this form must be completed by the employee when temporary accommodation is provided to an employee as part of an agreement to reimburse or pay for relocation expenses. This includes costs associated with temporary accommodation such as furniture rental.

**Employee must complete sections A and B, sign, and return to the UQ Finance Officer.**

**Section A**

**Temporary Housing**

I, \_\_\_\_[employee full name]\_\_\_declare that for the purpose of commencing employment with the University of Queensland at The University of Queensland, St Lucia, QLD, 4067 that I commenced sustained efforts to acquire a long term place of residence on \_\_[date search period commenced]\_\_;

**Furniture Rental (circle “N/A” if this is not applicable)**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_declare that for the purpose of commencing employment with the University of Queensland at The University of Queensland, St Lucia, QLD, 4067 that I incurred temporary furniture leasing costs because I could not be reasonably expected to occupy my long term place of residence until my shipping container arrived on \_\_\_[date]\_\_ \_;

**Section b**

Temporary accommodation/furniture rental at \_\_\_\_\_[address]\_\_\_\_was required for the period \_\_\_[date\*]\_\_ to \_\_\_[date\*]\_\_ solely because I was required to change my usual place of residence in order to perform the duties of my employment which started on \_\_[start date as per employment contract].

\*period in which the accommodation/rental costs were claimed for payment / reimbursement

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

**UQ OFFICER - FINANCE PERSONNEL must complete this section.**

This declaration is required to support the FBT and non-FBT treatment of expenses described above. This declaration is to be attached with the temporary accommodation invoices as part of the Staff Domestic Expenses Reimbursement form, invoice or credit card reconciliation.

Please refer to Section 10.2 of the [UQ FBT Guide](http://www.fbs.uq.edu.au/docs/tax/fbt_guide.pdf) prior to requesting the employee complete this form. This section contains further details in order for you to assist the employee in providing the correct information in the declaration and determine the account code/s to be used.

Please contact fbs-tax@uq.edu.au with any queries.

If UQ will reimburse / pay for the temporary accommodation for more than four months, please contact fbs-tax@uq.edu.au for advice prior to completion of this form.

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| --- | --- |
|  | Finance Personnel Acceptance: I understand the requirements and accept that the information provided is consistent with the invoice to be paid.  |
| Name: |  |
| Phone Extension: |  |
| Date & Signature: |  |