



SALARY SACRIFICE / REIMBURSEMENT FOR EMPLOYER PAYMENT OF AIRLINE CLUB MEMBERSHIP FEES

In accordance with the provisions of the relevant Enterprise Agreement or other industrial instrument, **I request to salary sacrifice the attached airline club membership fees (including joining fee, if applicable) and have the University pay the membership against my pre-tax salary.**

As proof of the amount paid, I have attached the Tax Invoice provided by Qantas Club/Virgin Blue. In accordance with this arrangement, the amount paid by me to Qantas Club/Virgin Blue will be reimbursed to me in the same pay as the amount to be salary sacrificed. **The reimbursement of membership fees cannot be processed without a valid Tax Invoice.**

Salary Sacrifice Membership Fees

Amount of salary to be sacrificed: \$ _____ *GST exclusive amount on the Tax Invoice.* office use only
(QCSAC)

Membership Fees Reimbursement

Amount of reimbursement claim: \$ _____ *GST inclusive amount on the Tax Invoice.* office use only
(QCREM)

In making the above request I acknowledge that:

- (a) While the University of Tasmania pays such fees the salary otherwise payable to me will be reduced by the salary sacrifice amount indicated above (GST exclusive amount);
- (b) The University of Tasmania may at any time revoke these arrangements in which case I will be required to make alternative arrangements for subsequent membership payments;
- (c) Superannuation benefits will continue to be based on the salary before reduction;
- (d) In the event that taxation legislation changes to the extent that this salary sacrifice option is no longer feasible, then either the University of Tasmania or the employee can cancel this arrangement at short notice;
- (e) It is the employee's responsibility to ensure that the membership applied for is the University of Tasmania Corporate Membership with Qantas Club/Virgin Blue and that the rate of membership paid is correct.
- (f) All issues in relation to membership (ie: lost membership cards, renewal of membership) remain the responsibility of the employee and should be made directly to Qantas Club/Virgin Blue.

Employee Number _____

Full Name _____

School / Section _____

Signature _____

Date _____

Office use only

Agreed on behalf of the University of Tasmania * _____
* Request to be agreed on behalf of the University by the Director, Financial and Business Services or nominee.

Please return this form to Pay Office, Locked Bag 1353 Launceston.