

HUMAN RESOURCES PER DIEM (STAFF MEMBER ONLY) School/Admin. Department **SECTION 1 - PERSONAL DETAILS** Title Family name Employee number First names (in full) **SECTION 2 - PAYMENT DETAILS** HR USE ONLY 640 641* 642* Date from Date to No. of days Destination Amount (\$AUS) (No PRT) (No PRT) (PRT) TOTAL *Payments for amount within the ATO approved rate will not be subject to tax, and will not be reported on the payment summary. *Payments for amounts above the ATO approved rates will be subject to tax, and will be reported on the payment summary. *If you are receiving a combination of payments within ATO & above ATO approved rates, payments within the limit will not be taxed but will be reported on payment summary together with the taxable per diem. NB: Payment will be credited to the staff member's bank account in the pay fortnight before departure where possible (if future date), or in the next available pay (if retrospective claim). **SECTION 3 - ACCOUNTS TO BE CHARGED** Project/ Business Account unit grant **Business** Project/ Account unit grant **SECTION 4 - EMPLOYEE'S SIGNATURE** I acknowledge that -Per Diems are regarded as assessable income for taxation purposes. However the University does not deduct PAYG tax instalments in accordance with Australian Taxation Office guidelines. Employees are able to retain original receipts and documentation for income tax purposes. Name (please print) Signature Contact number/extension Date (dd/mm/yy)

See page 2 for Per Diem definitions

HUMAN RESOURCES PER DIEM (STAFF MEMBER ONLY) page 2

SECTION 5 - APPROVAL

In approving this payment, I confirm that:

- I am an Approved Delegate;
- Funds are available; and
- This payment adheres to the University Finance Manual guidelines (refer www.finserv.uwa.edu.au/fin_accounting/finance_manuals/ufm).

Name (please print)	Signature of Approved Delegate (See HR Delegations)
Contact number/extension	Date (dd/mm/yy)

PER DIEM DEFINITIONS

TERM	DESCRIPTION/REQUIREMENTS
Per diem	Latin for "by the day/daily".
	A Per Diem is a flat rate payment to cover accommodation and living expenses while travelling on University business.
	For domestic travel, this Per Diem covers; accommodation, meal and incidental expenses.
	For overseas travel, this Per Diem covers; meals and incidental expenses only.
	Flights and overseas accommodation are booked and paid for by the work area or by corporate credit card for reimbursement through Financial Services. This form is NOT to be used for reimbursement of actual expenses (based on receipts); claims of this nature should be sent directly to Financial Services.
Professional Staff Domestic Travel	Please refer to the <u>UWA Travel Payments policy</u> .
Professional Staff International Travel	Please refer to the taxation ruling at the Australian taxation Office web page at: Income tax: what are the reasonable travel and meal allowance expense amounts for 2016-2017?
Academic Staff Domestic and International Travel	Please refer to the taxation ruling at the Australian taxation Office web page at: Income tax: what are the reasonable travel and meal allowance expense amounts for 2016-2017?