



# AGREEMENT TO SALARY SACRIFICE

## - CASUAL CAR PARKING

Section 1: EMPLOYEE DETAILS	
Employee ID (essential)	
Family Name	
Given Names	

**NOTE: LEGIBLE VALID TAX INVOICE/RECEIPTS(S) AS PROOF OF PAYMENT MUST BE ATTACHED  
YOU MUST ACCEPT THE FOLLOWING CONDITIONS PRIOR TO COMPLETING THIS FORM**

I have read the [University Salary Sacrifice Guidelines and Conditions](#) and each of my receipts meet the following conditions:

- The cost incurred was in respect of the car being parked for a period of more than four hours
- The car is parked between the hours of 7am and 7pm
- The car park is in the vicinity of my primary place of employment
- The car was used on the day in connection with travel from my residence to my primary place of employment
- The receipts are for the current financial year, or for the previous financial year if submitted by the end of July of the current financial year

### Record of Receipts

NOTE: A maximum of 20 receipts can be claimed per request.

Rec #	Parking Date (Entered dd/mm/yyyy)	Receipt Total	GST Component (if applicable)	Processing Fee/ Surcharge	Payroll Use Fee Incl GST?    Reject
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

Totals

After completing the details above, please click the Submit to Payroll button. This will prompt you to attach your receipts, save and send to Payroll. This must be received prior to the commencement of the pay fortnight.

For Payroll Processing					
db38		da40		db40	