

HR109A Salary Sacrificing Electronic Diary or Personal Digital Assistant (PDA's) Form



THE UNIVERSITY OF
NEW SOUTH WALES

Send to Human Resources Department

Personal Details	
Employee ID:	Employment Record No.:
Family Name:	Given Name:
School/Dept.:	Phone: (w)
Position Title:	Level:

Reimbursement Claim	
Item:	Amount \$
GST*	
Total Amount	
Payments of the cost of Electronic Diary/Personal Digital Assistant (PDA's) to be made in equal amounts each pay period over: <i>(please tick one)</i> <input type="checkbox"/> 1 pay period <input type="checkbox"/> 3 pay periods <input type="checkbox"/> 6 pay periods	
*The GST component of the cost of the Electronic Diary/Personal Digital Assistant (PDA's) will be reimbursed separately payable to your bank account.	

ORIGINAL RECEIPT MUST BE ATTACHED TO THIS FORM BEFORE REIMBURSEMENT CAN BE MADE.

With effect from 14th May 2008 Electronic Diaries/PDA's can only be salary sacrificed where the item is primarily for use in the employee's employment.

Note:

- Externals necessary for the basic operation of the Electronic Diary/Personal Digital Assistant (PDA) can be included.
- Repairs, maintenance and software expenses may not be included within the salary package.

I request that the cost of the Electronic Diary/Personal Digital Assistant (PDA's) as stated above be included in my salary package. I have read and understood the University's Salary Sacrificing Scheme and agree to abide by the provisions contained therein, which may be varied from time to time. I acknowledge that:

1. The period over which the cost of the Electronic Diary/Personal Digital Assistant (PDA) will be reimbursed may vary depending on individual circumstances;
2. A valid tax invoice is required in order to claim the GST component of the cost of the laptop/notebook computer and this will be reimbursed to me separately, payable into my bank account.
3. The University has advised me that I should seek independent financial advice before proceeding with any salary sacrificing arrangements including Electronic Diary/Personal Digital Assistant (PDA)
4. If my employment terminates during the period of the reimbursement, this agreement will cease. No adjustments will be made from termination payments.

Signatures	
Claimant's Signature:	Date: / /
I confirm that my Electronic Diary/PDA is primarily for use in my employment.	<input type="checkbox"/> (Tick box to confirm)
Approved by: (Human Resources)	Date: / /

Office Use Only	Entered By:	Date: / /
------------------------	--------------------	----------------------