



HR109 Salary Sacrificing Laptop/Notebook/IPAD

(HR.V1.0 - 7.05.18)

Send to Salaries Unit, Human Resources, Level 1 Chancellery Building or by email salaries@unsw.edu.au

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	
Reimbursement and GST costs of the laptop/notebook/IPAD device will be made over one pay period.	

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

Salary sacrifice applications must be made within 3 months from the date the Laptop/Notebook/IPAD was purchased.

With effect from 14th May 2008 Laptop/Notebook/IPAD devices can only be salary sacrificed where the item is primarily for use in the employee's employment.

Note:

- Built-in internals (ie. modem and fax cards) and externals necessary for the basic operation of the computer (ie. mouse) can be included.
- Business computer software installed at the date of purchase may also be included as a packaged item.
- Repairs, maintenance and software expenses may not be included within the salary package.

I request that the cost of the laptop/notebook computer 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 laptop/notebook/IPAD device 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/IPAD device.
3. The University has advised me that I should seek independent financial advice before proceeding with any salary sacrificing arrangements including laptop/notebook computers;
4. If my employment terminates during the period of the reimbursement, this agreement will cease. No adjustments will be made from termination payments.

In accordance with HR Policy on salary sacrifice, staff may negotiate only for those benefits that the University has made available. These benefits include a Laptop/Notebook/IPAD Computer. There is also a limit of one laptop/notebook/IPAD computer per FBT year, 1 April to 31 March. The FBT exemption only applies to work related items that are primarily for use in the employee's employment.

Name and brand of Laptop/Notebook/IPAD device.	
Do you have a University provided computer at your work location other than the device you are proposing to claim ?.	
Please state the percentage (%) of time the device will be used for work purposes ?	
Does UNSW provide in your employment any other electronic equipment ?, If so please specify/list.	Yes No

Salary sacrifice applications must be made within 3 months from the date the Laptop/Notebook/IPAD was purchased.

Claimant's Signature: _____	Date: _____
Supervisor/Manager/Head of School to complete the following:	
I confirm that the Laptop/Notebook/IPAD device for (Claimant's name) _____ is primarily used for his/her employment.	
Supervisor/Manager/Head of School: Signature _____ Contact no _____	
Print Name: _____	
Approved by: _____	
(Salaries Unit/UNSW Taxation Accountant)	Date:

Office Use Only
Entered By: _____ Date: _____