



Expense Payment Benefits Declaration

I,declare that
(name of the employee)

.....
(show nature of expense e.g. Study Costs reimbursement or other expense reimbursements)

were provided to me by or on behalf of my employer during the period
from **1/04/2025** to **31/03/2026** and the expenses were incurred by me for the following
purpose(s):

.....

.....
(Provide sufficient information to show the extent to which the expenses incurred by you were for the purpose of earning your assessable income e.g. to perform your duty more effectively, to gain more skills that directly related to your work or for performing employment-related duties)

I also declare that the percentage of those expenses incurred in earning my assessable income was %

(For Study Costs reimbursement, If your studies are for the above purposes, the percentage of business use/earning assessable income will be 100%)

Signature

Date/...../.....

Note:

* For Fringe Benefits Tax (FBT) purposes, when applying for the study costs reimbursement, this declaration must be completed by each employee. Please fill in **all** dotted lines.