

# Accommodation & Venue Hire.

You work hard, so why not enjoy your holiday or special event by saving over 30% of the cost. Simply Salary package your holiday accommodation or special event and the cost of this will come from your pre-tax income, saving you tax and allowing you further enjoy your special moments. You can package this benefit in addition to your Capped benefits amount. Limits apply.

## Who can package this benefit?

Employees of public benevolent institutions (PBI's), health promotion charities, charitable institutions, and public hospitals can package this benefit.

## What can I claim?

The following examples within Australia or overseas are allowed.

Holiday accommodation that includes:

- Hotels;
- Motels;
- Apartments;
- A cabin on a cruise ship;
- A room at a Bed and breakfast; and
- A cabin or on-site van at a caravan park.
- A corporate box or other similar arrangement where you have exclusive use and naming rights
- Hire of a reception centre, function room or marquee
- Boats or planes where the boat or plane has been hired in its entirety (exclusive use) (i.e. houseboat)
- The accommodation component of a tour (the tour must be at least of an overnight duration where
- The cost of the accommodation is itemised separately)
- All-inclusive holiday packages (package deals, including accommodation)

## What can't I claim?

The following examples within Australia or overseas are not allowed.

- The itemised travel component of an expense, including (but not limited to) airfares, car hire, train, taxi, ferry or bus to the holiday destination or hired venue.
- Purchase of holiday homes or time share accommodation
- Mobile motor homes
- Site fees at a caravan park
- Non accommodation expenses (e.g. food and drinks, mini bar, movies, day spa, phone calls, dry cleaning)
- Any expenses attributing to advertising
- Golf club or similar memberships
- Costs associated with a venue (fixed or mobile) owned by you, an immediate family member or an associate where a mutual financial arrangement exists
- Costs shared with another person (the expenses incurred must be for the entire unit of accommodation)

## Who can I claim accommodation & venue hire for?

You can claim for yourself, spouse or partner and any dependents (if they live in your household). You must have been in attendance, and purpose of the unit of accommodation was for a holiday (not a business trip).

## How far back can I claim?

You can submit claims for accommodation and venue hire provided that the invoices are not more than 12 months old at the date of claim. Claims outside of this timeframe may be approved at your Employer's discretion only. You must have been working for your employer at the time you incurred the expense.

## If I pay for the accommodation myself, how do I make a claim?

If you pay for accommodation yourself, the cost can be reimbursed to your nominated bank account. There are two ways to do this:

1. You can choose to have deductions taken from your pre-tax salary each pay before you incur the expense (i.e pay for the accommodation). All you will need to do then is to send an Accommodation and Venue Hire claim form to Paywise, along with the supporting tax invoices for the expenditure. Paywise will then process your claim and reimburse the expenditure to your nominated bank account. Paywise will only be able to reimburse amounts currently held in your Accommodation and Venue Hire benefit. Or,
2. Send your completed Accommodation and Venue Hire Claim form to Paywise along with the supporting tax invoices for the expenditure, and advise Paywise the amount you would like to package per pay (for example, if your claim is for \$4000, you may choose to package \$400 per pay for 10 pays, or \$800 for 5 pays). Paywise will reimburse the amount we receive each pay period until the full claim has been reimbursed.

## Will Paywise be able to pay my accommodation cost direct to the supplier, and in advance?

Yes - if the invoice complies with tax regulations and all required details are provided clearly on the claim form indicating payment is to be made direct to the supplier. Payment can be made via direct EFT or B-Pay. Funds will only be paid direct to the supplier if sufficient funds are available in your Accommodation and Venue Hire benefit.

**Please note** that all responsibility to book and pay for any Accommodation & Venue Hire expenses remains with you, the employee. Payment by Paywise is limited to the total of available funds held in your Accommodation & Venue Hire benefit.

## Can I use my Paywise Meal Entertainment Card to pay for accommodation and venue hire expenses?

No, your Meal entertainment card is only to be used under the rules of Meal Entertainment. If you use your Meal Entertainment card in error, please advise Paywise so we can assist you in rectifying the error.

## Can I use my Paywise Living Expense Card to pay for accommodation and venue hire expense?

No. Whilst the Living Expense card may be accepted for payment for Accommodation and Venue Hire, the payment will form part of your capped limit for living expenses. To ensure that you access the best possible tax savings, do not use your Living expense card for this type of payment.

## What happens if I cancel my accommodation?

If payment is made directly to the supplier and your accommodation is subsequently cancelled causing funds to be returned to you directly, you must advise Paywise immediately and arrange to return those funds to Paywise to be credited back to your salary packaging account. If you do not adhere to this requirement you may be in breach of ATO legislation and incur a Fringe Benefits Tax Liability.

## What substantiation is acceptable when making a claim?

If the accommodation or venue hire was within Australia, you will need to provide Paywise with the supporting valid tax invoice(s), which must be in your name or in the name of your spouse/partner or dependent (in your household). You, as the employee must have been in attendance if the invoice is not in your name.

If the accommodation or venue hire was outside of Australia, you will need to provide Paywise with the valid invoice(s), which must be in your name or in the name of your spouse/partner or dependent (in your household). Clearly indicate the accommodation /venue hire only (foreign languages must be translated to English to ensure allowable charges are reimbursed) and a credit card statement showing the amount charged in Australian dollars. You, as the employee must have been in attendance. If you pay for an eligible expense in cash, you must provide a compliant invoice (formal receipt) for the expense in addition to a calculation of the total in Australian dollars.

Please request a comprehensive tax invoice. All inclusive package invoices are acceptable however itemised charges that are not Accommodation & Venue Hire compliant cannot be claimed. Tax invoices received through bookings made via websites or by email (such as Expedia, Wotif, etc), are acceptable.

Claims may not be accepted if Paywise cannot substantiate items on the invoices.

## Where can I get a claim form?

Visit [www.paywise.com.au](http://www.paywise.com.au)

Go to Employee Benefits and select Accommodation & Venue Hire to find the claim form.

**Claims are to be sent to Paywise by one of the below methods. Remember to include your reimbursement form and supporting invoices.**

**Member Portal:** Submit your claim online through your member portal

**Email:** [reimbursements@paywise.com.au](mailto:reimbursements@paywise.com.au)

**Phone:** 1300 132 532

**Post:** ATTN: Paywise Reimbursements  
Paywise PO Box 5639 Perth WA 6831