

**PeopleSoft Financials**  
University of Southern Queensland  
**Expense Payment Benefit Declaration**



*To be used by an employee who has personally incurred an expense and seeks to be reimbursed by the University – declaration to show relevance to their employment.*

I, \_\_\_\_\_ declare that  
*(name of employee)*

\_\_\_\_\_  
*(show nature of expense eg one off reimbursement of telephone calls etc)*

were provided to me by or on behalf of my employer during the period from

\_\_\_\_\_ to \_\_\_\_\_  
*(date) (date)*

and the expenses were incurred by me for the following purpose(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
*(Please give sufficient information to demonstrate the extent to which the expenses were incurred by you for the purpose of earning your assessable income).*

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

*Signature:* \_\_\_\_\_

*Date:* \_\_\_\_\_