



YBE(2) PTY LTD

ADMFRM001 - Holiday Airfare Claim Form

Your Name (First Name, Surname)	
Date	

1. Please read the terms and conditions for claiming of Holiday Airfare before completing and submitting this form to YBE accounts department.
2. Change of Details for your Nominated Bank Account (complete if necessary)

Account Name	BSB Number	Account Number

3. Declaration (sign and date)

<p>I declare that I have read, understood and complied with the terms and conditions of YBE Holiday Airfare terms.</p> <p>I acknowledge that this claim for reimbursement includes only approved expenses incurred in relation to airfare travel for myself and if applicable eligible family members.</p> <p><i>"Approved Expenses"</i> means air fares to and from the holiday destination.</p>			
Signature		Date	

(You must include details of every receipt/tax invoice)

Paid to the	Destination	Date Paid	Amount (including GST)
		/ /	\$
		/ /	\$
		/ /	\$
		/ /	\$
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		/ /	\$
		Total Expenses Incurred	\$

Terms and Conditions – Holiday Airfares

Please read these terms and conditions before completing and submitting a Holiday Airfare Claim form to YBE Accounts Department.

1. Only reimbursement of holiday airfare expenses can be claimed using this form.
2. Holiday Airfare means airfare expenses incurred in relation to holiday travel (of more than three days annual or long service leave) from Remote Residence and return to Remote Residence for themselves, their partner and children.
3. For each expense included on your claim you must:
 - Provide the merchant name, payment description, date of payment, and the payment amount (including GST); and
 - Attach the appropriate original receipt(s)/tax invoices.
4. Reimbursement of payments made by credit card will only be made where original receipts/invoices are provided with the reimbursement claim form. Credit card statements are not sufficient substantiation and will not be accepted.
5. If you do not fully complete the claim form including providing appropriate substantiation, then YBE may return your claim to you without payment.
6. You must not include requests for payment of claims to third parties. Payments directly to third parties cannot be made for Holiday Airfares.
7. YBE will make payment to your nominated bank account within two business days of receipt of a claim form, subject to available funds. Note that your bank may take up to a further four business days to enable you to access these funds from your account.
8. Payments will be made by Electronic Funds Transfer (EFT) to your nominated bank account. If you wish to change this account, please provide YBE with your new account details.
9. If you make a false, claim for reimbursement the matter will be referred to the General Manager and you may face disciplinary action.
10. These terms and conditions may be updated by YBE at any time.
11. The annual entitlement in relation to airfares will be calculated from the time of relocation and then on each anniversary thereafter until termination of this contract. Any contribution towards airfares not utilised in any given year will be forfeited.
12. This entitlement will not accrue and shall be forfeited upon advice of the Executive of notice of termination or by termination of employment by the Employer prior to the accrual or taking of annual leave.