Employee Contribution Process Flowchart

On Return from Travel

1. FS-Tax conducts a monthly review of Trobexis bookings to identify fringe benefits
2. Actual travel costs obtained by Tax Team for fringe benefits (from UWA Travel Service provider)
3. Invoice Request Form (or bulk request) prepared by FS-Tax
4. Employee Payment Method Options:
   - Cheque or credit card/eftpos
   - Salary deduction (complete HR form)
5. FS-Revenue raise invoice in PeopleSoft
6. Funds credited to Employee Contributions revenue account within BU and PG of original flight expense charge*
7. FS-Tax charge FBT on any travel where employee payments were not received
8. FS-Tax monitor aged debtors to ensure employee contributions are received by lodgement of FBT Return
9. FS-Revenue monitor payment and debt collection

* Where original flight expense charged to multiple PGs, only the first PG will be used when crediting the reimbursement

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