# Supporting Documentation

In order to ensure quick processing of work-related expenses, please submit a valid tax invoice for each item.

For more details on what constitutes a valid tax invoice, please refer to this [ATO link](https://www.ato.gov.au/business/gst/tax-invoices/)

# Salary Sacrifice claims

|  |  |  |
| --- | --- | --- |
| **Description** | **Purchase Date** | **Amount** |
|  |  |  |
|  |  |  |
|  |  |  |

# declaration

By signing this form, I agree to the following:

* I certify that the claims listed in this form will be used primarily for work purposes
* I am completely responsible for the claims listed above
* I acknowledge that IT Lab Solutions will not cover any liability or costs as a result of these claims
* I understand that any work expenses reimbursed by IT Lab Solutions are not deductible in my personal income tax return and is considered double-dipping
* I understand that submission of false or misleading information may lead to serious tax offences and result in my claim being denied

Name Mobile Phone

Email

Signature Date