

Expense Payment Declaration Form V1.5

THIS FORM HAS BEEN DESIGNED TO BE COMPLETED ELECTRONICALLY.
ALL FORMS MUST BE SIGNED AND DATED. ALL RED BORDERED FIELDS ARE MANDATORY.
THIS FORM MUST BE COMPLETED IN FULL PRIOR TO SUBMISSION TO THE [PDRP+ PORTAL](#)

To be completed by Applicant

Applicant Name

Applicant Employee Number

Applicant Job Title

PROFESSIONAL DEVELOPMENT(PD) DETAILS (title, brief description and justification of the PD activity)

Where application relates to travel for more than 5 nights, or overseas for any duration, a travel diary is required.
Please Select:

Expense Name (must be eligible as 100% work related)	Amount(\$AUD)	Start Date	End Date
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By signing the below, the applicant declares that the above information is true and correct to the best of their knowledge, and they understand that any work expenses reimbursed by their employer are not deductible in their personal income tax return. The applicant declares that the professional development expenses claimed were paid by them, and meet all stipulated Enterprise Agreement requirements of Clause 22.0 where applicable. The applicant declares that all professional development expenses claimed were 100% related to the role they were employed in at the time of the expense. The applicant declares that they have provided all of the necessary documentation as required by the PDRP+ Framework. The applicant declares that they will notify PDRP+ if they do not take part in any of the above activities and that they will repay any reimbursements made arising from the above.

Date

Applicant Signature

To be completed by Applicant's Director or Manager

DIRECTOR or MANAGER DECLARATION

By signing below, the director or manager of the applicant declares that the above information is true and accurate to the best of their knowledge, that the reimbursement meets the Enterprise Agreement entitlements clause 22.0, the expenses are in alignment with the applicant's need to maintain registration or accreditation in the professional occupation in which they are employed, the professional development event is consistent with the nature of the employee's duties and responsibilities, and is such that the employee needs to remain familiar with developments in their professional field in order to carry out those duties and responsibilities.

Manager/Director Name

Position, Unit and Department

Date

Manager/Director Signature