

	Document title	Salary Sacrifice Form – Portable Electronic Device		
	Document type	FRM	Dept ID	HR
	Document No.	HR-FRM-009-16	Version No.	01

Salary Sacrifice Form – Portable Electronic Device

When to use: This form should be used when an employee wishes to salary sacrifice a portable electronic device which is used primarily for work purposes.

Policy Overview:

- Eligible Devices (used primarily for work purposes >50% of overall usage)
 - **Mobile Phone • Tablet • Portable Printer • Calculator**
- Laptops are not eligible for salary sacrifice due to IT security requirements (no BYOD policy).
- Device accessories are not eligible (cases, earphones, mouse, chargers, etc.).
- One device per FBT year (1 March – 30 April), unless a replacement.

Instructions for Expense Claim Submission

Step 1: Purchase the device and ensure the tax invoice is in your name

For Employees in **Fortnightly Payroll**

Step 2: To salary sacrifice, complete and submit this form to **@Smartpay APAC.AU**

Step 3: For reimbursement submit a **business expense claim** approved by your manager

For Employees in **Monthly Payroll**

Step 2: To salary sacrifice, complete and submit this form to **@Payroll AMECAA.AU**

Step 3: For reimbursement submit an expense claim via **Rydoo Expense Management system**

Reimbursement Details

- The reimbursement will cover the **full purchase price, including GST**.
- Payment will be made by **Accounts Payable** into the employee's nominated bank account.
- Reimbursement will only occur **after Payroll has processed the salary sacrifice component**.

Important: Sodexo does not provide financial advice. It's recommended that you seek independent financial advice to determine whether salary packaging is right for you.

Employee Details

Full Name		Employee ID	
Position Title		Site / Department	

Purchase Details

Supporting Documentation Please attach: <ul style="list-style-type: none"> • a valid tax invoice, and • Proof of payment, such as a receipt 	Purchase Date	/ /
	Device Type	
	Please enter amount below without GST	
	Purchase price (\$) (excluding GST)	

Employee Declaration: I declare that these expenses have not been claimed elsewhere and that the device will be used primarily for work purposes. I authorise Sodexo to deduct the purchase price (excluding GST) from my pre-tax salary.

Employee Signature		Date	/ /
--------------------	--	------	-----

Manager Declaration: I declare that I am satisfied the employee will use this device primarily for work purposes.

Manager Signature		Date	/ /
-------------------	--	------	-----

Manager (Print Name)			
----------------------	--	--	--

Issued date	01 May 2026	Status	Issued
--------------------	-------------	---------------	--------