

Helping you to be compliant, minimise FBT liabilities, maximise GST claims and Income Tax deductions, and improve your processes.

Managing Employee Expenses, Entertainment and Allowances Training

Covering meal entertainment, travel expenses, food and drink costs, local, overseas travel allowances, tax reporting and policy

Designed for Finance, Accounts Payable, HR, Payroll and Tax personnel

FBT Solutions is delighted to offer you the opportunity to attend a half day training seminar that will explain the rules to do with employee expenses, food and drink, entertainment and travel expenses.

What we'll cover

If your organisation provides or reimburses any of the following:

- Employee expenses
- Meal costs
- Entertainment expenses
- Travel advances
- Business travel reimbursements
- Travel allowances
- Per diems
- Living away from home allowances

Anything else? Once you've registered, we'll send you a **Questionnaire** – to make sure we cover what you need to know!

What you'll get

- User friendly guidelines for Meal Entertainment, Food & Drink Costs & Other common employee expenses
- A full set of seminar notes including practical examples
- Plenty of question time
- Free follow up query service

CPD/CPE hours: 4 hours, certificate will be provided

Seminar content includes

- Motor vehicle expenses
- On premises meals v off premises meals
- Credit card reconciliation
- Foreign currencies
- GST free & input taxed purchases
- Travel diaries
- Substantiation
- Tax invoice requirements
- Recommended accounting processes
- Correcting mistakes
- Understand the FBT, GST & Income Tax implications
- Travelling employees
- Non travelling employees
- Overseas visitors
- Contractors
- Policy requirements
- Travelling clients
- Non travelling clients
- FBT Reporting
- BAS Reporting
- Employee Payment Summary Reporting
- Light lunches
- Functions

How much does it cost?

Your investment: \$440 including GST
Register by 30 August 2013: \$385 including GST.

When are the seminars

- Wednesday 9th October 2013 - Melbourne
- Wednesday 16th October 2013 - Brisbane
- Wednesday 23rd October 2013 – Sydney

Duration: All seminars run from 9am to 1pm

Where are the seminars

The seminars will be held at Christie Conference Centres:

- 454 Collins Street, Melbourne.
- 320 Adelaide Street, Brisbane.
- 3 Spring Street, Sydney

How can I find out more?

If you have any queries on the seminar content, or would like to request a group discount or discuss In-House Customised FBT Training, then please contact us at 02 8079 2924 or paul.mather@fbtsolutions.com.au

Other training available:

FBT Essentials Update Seminar, go to www.fbtseminars.com.au to find out more.

Dates and Venues

All seminars are from 9am to 1pm

Location	Venue	Dates
Melbourne	Christie Conference Centre 454 Collins Street, Melbourne	Wednesday 9 October 2013
Brisbane	Christie Conference Centre 320 Adelaide Street, Brisbane	Wednesday 16 October 2013
Sydney	Christie Conference Centre 3 Spring Street, Sydney	Wednesday 23rd October 2013

Pricing

1. Half day \$440 (including GST)
2. Early bird: Register and pay by Friday 30 August 2013 and you only pay \$385 (CPD/CPE hours: 4 hours, certificate will be provided)

Your contact details

Name:

Job Title:

Business Name:

Phone:

Email:

Name	Dietary Requirements	Location	Date	Amount
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Payment Details

Bank Transfer (Name - FBT Solutions. BSB - 012 251. Account Number - 250449564)

Credit Card   

Name on Card:

Card Number:

CCV: Expiry: /

Signature:

Cheque (make payable to FBT Solutions)

Tax invoice: this document will be a tax invoice for GST purposes when fully completed and payment made to FBT Solutions: ABN 75 270 570 472

What people say about FBT Solutions seminars:

"Very clear, professional and well structured. Tempo was good; at the right speed. Plenty of time for questions. Relaxed atmosphere."

"Good presentation. Interactive."

"The information was provided in a structured way, very clear with a lot of details and examples. Communication skills of the presenter were of a high standard. Taken a lot from the seminar."

"Provided a comprehensive understanding of FBT."

"The notes are good and also explained the interaction with GST in certain circumstances which is often not addressed in some seminars."

"Comprehensive – covers all benefit types (not many seminars do this)."

"Paul has the experience and knowledge to bridge the gaps for those who possess minimal experience and knowledge."

"Seminar was very clear with relevant examples and practical application. Topics were covered in sufficient detail to improve understanding considerably."

FBT Solutions

FBT Solutions is Australia & New Zealand's only 100% dedicated FBT Consulting and Compliance Practice. We have over 20 years of FBT experience assisting Corporates in all industry sectors, Charities, Non Profits and Sporting organisations.

About Paul Mather

Paul is the founder of FBT Solutions and has significant experience in advising businesses on their FBT obligations. Paul is an accomplished trainer and speaker and delivers his topic in a practical and insightful manner.

Paul is a qualified Chartered Accountant in Australia & New Zealand and holds a Masters of Tax from Sydney University.

Paul is a Registered Tax Agent and is a representative on the ATO's NTLG FBT subcommittee.

RSVP

Please send your completed registration form to:

Email: **paul.mather@fbtsolutions.com.au**

Fax: 02 8249 8101

Post: FBT Solutions, PO Box 4508, Sydney, NSW 2001

Queries: Please call us on 02 8079 2924