

List of staff who were sent from Australia to cover the 2024 Paris Olympics, plus the cost of accommodation, and flights broken down by airline.

Name	Airline	Flight cost	Accommodation cost
Amanda Shalala	Qantas	\$3081.80	\$72,369.89
s 47F		\$2606.34	
Thomas Maddocks		\$2670.60	
s 47F		\$3511.86	
Suzie Raines		\$2432.50	
s 47F		\$2606.34	
s 47F	Qantas; ITA Airways	\$3277.43	\$53,389.88
Julian Schiller		\$3277.53	
Sonya Feldhoff		\$3277.43	
s 47F		\$3495.55	
<b>TOTALS (Tax &amp; Fees Incl.)</b>		<b>\$30,237.88</b>	<b>\$125,759.77</b>

s 22(1)

#### **Payment for Travel (other than BCD charges)**

A traveller/travel arranger will organise the payment of approved ABC travel expenditure through the ABC's various payment systems (Concur or myRequests for invoice payments). Where possible, these costs should be settled prior to departure. A traveller is responsible for settling their own personal costs and must not use ABC resources to do so.

#### **Claiming Approved Business Expenses**

A traveller must ensure that any expenses incurred or claimed are approved business expenses, and where possible, provide appropriate receipts.

A business expense is one which would not be considered by the Australian Tax Office to attract Fringe Benefits Tax. The expense must be directly related to the business trip (not merely as a consequence thereof) and be considered 'otherwise deductible' to the traveller prior to reimbursement.

For advice on whether an item can be claimed with or without attracting FBT, please contact ABC Tax on s 22(1) preferably before the expense is incurred.

An expense is considered approved if it falls within the scope (both the nature and amount) of what was originally approved by the relevant delegate. A traveller should always seek advice from their manager on what expenses will be approved prior to incurring the expense.

Expenditure which is excessive and/or not in accordance with an approved travel plan/budget, ABC policies, procedures, and guidelines, may not be approved by the delegate.

s 22(1)