

Personal Details	
Family Name	
Given Name	
Organisational Unit	
Telephone Number	
E-mail Address	
Employee Number	

Lease Option (Select <u>one</u> option only)		
I wish to participate in the QUT Senior Staff Flexible Remuneration Scheme - Salary Sacrifice for use of a fully maintained motor vehicle. I have read the scheme conditions (FRS Manual) and agree to such conditions.		
Option A Motor Vehicle		A motor vehicle provided for the sole use of a staff member as well as others nominated by the staff member.
Option B Motor Vehicle		Dependent on the Dean/Head of Division allocating a parking permit, a motor vehicle provided for the use of a staff member as well as others nominated by the staff member. The vehicle has a business use component.
Duration of Lease	Model/Type Of Vehicle	

Authorisation
I have read the Senior Staff Flexible Remuneration Manual and agree to sacrifice the lease payments to be deducted fortnightly from my salary. I also intend to seek renewal of my limited term contract if it expires during the term of the lease (only applicable for staff with limited term contracts). I agree that PackagePlus will administer the Flexible Remuneration Scheme and I will be required to sign a Salary Package Agreement and a Motor Vehicle Agreement.
Signature:
Date:

Human Resources Department Authorisation	
The above mentioned employee is eligible to participate in the QUT Senior Staff Flexible Remuneration Motor Vehicle Scheme and has employment with QUT for the duration of the lease or a limited term contract which is renewable upon expiry.	
Contract Expires:	Eligible for Contract Renewal: YES NO (circle <u>one</u>)
Signature:	
Date:	
Title:	

Head of Organisational Unit Authorisation
The above mentioned employee is authorised to lease a motor vehicle under the QUT Senior Staff Flexible Remuneration Motor Vehicle Scheme. If the vehicle leased is an Option B Motor Vehicle , it is confirmed that there is a business use for the vehicle, the Dean/Head of Division has advised me parking is available for the vehicle on campus for the duration of the lease and the organisational unit will contribute 50% of the running costs of the vehicle (Commodore Executive or similar).
Signature:
Date:
Title:
Organisational Unit:

Please complete this form and take it with you to the interview with the PackagePlus Salary Packaging Officer

