



Salary Sacrifice (Novated Vehicles) Guideline

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1. Purpose

The leasing of a motor vehicle under the University's Fleet Management Policy is part of our total employment cost concept. It forms part of UNSW's approach to the provision of a market competitive remuneration and benefits package for its employees.

This guideline sets out the terms and conditions under which the vehicle will be leased during the course of your employment with UNSW. UNSW has chosen the option of utilising the services of a Fleet Manager and LeasePlan has been appointed. The contents of this document provide terms agreed between UNSW and LeasePlan.

2. Scope

This guideline applies to all employees on continuing and fixed-term contracts. The Manager, Fleet, has authority for determining who is eligible.

3. Definitions

Refer to the definitions in the [Fleet Management Policy](#).

4. Guidelines

4.1 Introduction

LeasePlan will be responsible for all issues associated with the supply of a fully maintained salary sacrifice motor vehicle. This will include advising employees on the costs associated with having a vehicle as part of a salary packaging arrangement, arranging finance, ordering and delivery of vehicles, and managing the payment of all vehicle related expenses.

4.2 Employees Eligible for Salary Sacrifice (Novated) Vehicles

All employees on continuing and fixed-term contracts are eligible to choose a salary sacrifice vehicle which is provided under a fully maintained Novated lease by LeasePlan, with all financing cost, operating costs and associated FBT liability charged against their salary. The provision of a novated lease vehicle falls under the reportable Fringe Benefits Tax (FBT) legislation.

Employees with an existing leased vehicle will be invited to transition from their lease to LeasePlan, or they may retain the vehicle with their existing provider until the appropriate changeover conditions are met. They may access additional vehicles through the Novated lease option.

4.3 What is a Novated Lease?

UNSW offers fully maintained salary sacrifice vehicles (new or used) under a lease referred to as a Novated Lease. A Novated Lease is a lease held in the name of the employee. While the employee remains in the employment of UNSW the payment of monthly lease costs, which will include all operating costs, will be paid by UNSW to LeasePlan. These amounts together with any associated FBT liability will be deducted from the employee's salary pre-tax. If the employee leaves the employment of UNSW, the liability of the lease payments and running costs will revert from UNSW to the employee.

A Novated lease is a financial agreement made with the employee. All employees undertaking a Novated lease will therefore have credit worthy checks prior to the lease being confirmed. Employees with Novated leases are also ultimately responsible for the lease financially.

4.4 Actual cost method – what does it mean?

The leasing arrangement is based on an actual cost basis charged to the employee through salary sacrifice. Actual costs relate to all the running costs (including FBT) of the vehicle. Therefore, whatever the vehicle costs to lease and operate is deducted from the total salary package of the employee. A set monthly charge is budgeted and at the end of the lease, the surplus or deficit is reconciled, as explained below.

From the estimated annual kilometres travelled per year LeasePlan determines an estimated annual salary sacrifice amount. The amount sacrificed includes the vehicle finance cost, all relevant operating costs and estimated FBT liability. UNSW charges the employee this estimate through salary sacrifice on a pre-tax basis.

At the end of each 12-month period, LeasePlan reviews the costs which have been charged against the employee's vehicle to determine how closely the actual costs reflect the estimate charged. If there is a significant discrepancy, LeasePlan will discuss alternative salary sacrificing arrangements to ensure that any outstanding monies owed to the employee or by the employee are adjusted. If the discrepancy is minimal, no adjustment will occur. A re-calculation occurs where the discrepancy recorded is + / - \$1,500pa.

At the completion of each FBT year (31 March) the actual FBT liability will be calculated and compared to estimated liability deducted from the employee's salary. Any difference will be refunded/charged to the employee through the payroll in the first pay period in May. Any amounts owing will be deducted pre-tax while any amounts being refunded will be added to the employee gross income and taxed accordingly.

As vehicles are supplied on an actual cost basis, when a vehicle is terminated from LeasePlan's system, final cost reconciliation will be made within seven days after vehicle termination. The final cost reconciliation is a comparison of budgeted costs charged via salary sacrifice, versus actual costs incurred on the vehicle. Based on the reconciliation you will be required to make up any under recovery on an after tax basis, or receive any over recovery on an after tax basis. Should the employee cease employment at UNSW, a final reconciliation will be made immediately by LeasePlan once notified by UNSW.

4.5 Lease term

Employees can nominate the term of the lease to suit individual requirements, and can choose a minimum lease term of one year and a maximum of 5 years. Corresponding residual values are calculated based on the total amount financed and the lease term nominated.

4.6 Driver information

Each vehicle managed through LeasePlan receives an EASY Guide (a handy wallet-sized card with contact details and general procedures), as well as a Driver Guide, a detailed electronic publication with all the information necessary to arrange work such as servicing, insurance claims, fuel, broken windscreens, batteries etc. These documents also provide contact numbers for emergency situations and general enquires.

4.7 End of lease term

At the end of a lease term several options exist. The employee can either offer to purchase the vehicle at a value equal to the residual value, plus any applicable GST; re-lease the vehicle for another term; or return the vehicle to LeasePlan where LeasePlan will sell the vehicle and any profits or losses on net sale proceeds compared to the residual value are to the account of the employee. Certain conditions do apply for each option and you should refer to point 1.23 in this section for further details.

4.8 What is a Fully Maintained Novated Lease?

A fully maintained Novated lease will include the estimated costs for fuel, registration, repair, maintenance and servicing, road service membership, comprehensive insurance and accident management together with FBT. These components form the basis for salary sacrifice calculation.

4.9 Fuel

Fuel will be included in your vehicle budget. You will be provided with a single fuel card that can be used at any Ampol/Caltex/Woolworths Fuel Outlets (unless UNSW directs alternative fuel suppliers). Fuel discounts have been negotiated by LeasePlan and UNSW, with the discount then passed on to you. Fuel cards permit the purchase of fuel and top up fluids (including oil), but do not cover maintenance or other vehicle costs. When purchasing fuel, the driver **must** provide an accurate odometer reading to ensure that LeasePlan can accurately determine vehicle FBT calculations. A transaction receipt will be issued and should be retained for 30 days for audit purposes.

4.10 Cash purchases

Emergency only cash purchases can be made for fuel and top up fluids - these are to be claimed through LeasePlan for reimbursement. A cash claim form is made available on the LeasePlan website (www.leaseplan.com.au) for this purpose. Cash should only be used in emergency situations where a relevant Caltex/Ampol/Woolworths fuel outlets provider is not easily located.

4.11 Card safety

Drivers should treat fuel cards in the same manner as credit cards, and keep them safe and secure at all times. Loss, theft or damage should be reported immediately to LeasePlan.

4.12 Registration and CTP notices

LeasePlan will administer and process the registration and CTP (Compulsory Third Party insurance) of the vehicle each year. However, it is the driver's responsibility to ensure that the vehicle has current registration displayed on the vehicle.

Registration and CTP renewals should be forwarded to LeasePlan for payment.

4.13 Repairs, maintenance and servicing

4.13.1 Responsibility of service, maintenance and repairs

LeasePlan assumes the responsibility for the payment of all costs relating to service, repair and maintenance of your vehicle. As your vehicle represents a significant investment, we suggest that vehicles are maintained in a clean, safe and roadworthy condition; and appropriate manufacturer maintenance and servicing schedules are followed. Looking after your vehicle should prove a good investment as any profit from improved sales proceeds at end of lease is to your benefit.

The designated driver accepts the responsibility to ensure the vehicle is serviced in accordance with the manufacturer's specifications. Service should be carried out by a dealership or manufacturer's agent in order to retain the warranty cover. Generally, outside the warranty period, vehicles should continue to be serviced at intervals specified by the manufacturer.

4.13.2 Bookings for service and repair

When booking vehicles for service and maintenance please ensure that the booking is made in the name of LeasePlan, so that LeasePlan is invoiced for work carried out on the vehicle. After a scheduled service has been completed, you should ensure that your vehicle service book has been completed and stamped by the service provider. Please refer to the LeasePlan EASY Guide supplied in your driver information kit or the LeasePlan website www.leaseplan.com.au and click on the Supplier Finder.

4.13.3 Choice of repairer

Drivers can choose their own repairer providing they are a qualified repairer and are approved by LeasePlan. All service and maintenance expenses are invoiced directly to LeasePlan. These costs are then recorded against the designated driver's account. LeasePlan has a wide range of suppliers nationally who will contact LeasePlan for approval prior to commencing work on a fleet vehicle. Where the vehicle is subject to warranty provisions by the vehicle manufacturer, it is strongly recommended that drivers use an authorised dealer for such servicing and repairs. Please refer to the LeasePlan EASY Guide supplied in your driver information kit or the LeasePlan website www.leaseplan.com.au and click on the Supplier Finder.

4.14 Roadside assistance

LeasePlan provides roadside assistance in all states. This service should be used as a "get you going" only type of service. It is the responsibility of the

designated driver to read all the information provided in the Driver Guide/EASY Guide, and verify which additional services offered by the roadside assistance provider are covered by LeasePlan.

4.15 Insurance and accident management

4.15.1 Insurance

LeasePlan offers fully comprehensive insurance for novation lease vehicles. LeasePlan will assist all drivers by providing an accident management service that addresses the full range of services following an accident involving a Novated lease vehicle.

4.15.2 Motor vehicle accident management

Following are general guidelines if you are involved in a motor vehicle accident. These are outlined further in the Driver Guide.

4.15.3 General

All insurance matters and the ultimate settling of claims will be undertaken by LeasePlan, based on the information supplied by the driver. Remember that the laws regarding motor vehicle accidents are quite complicated. It is important that you **DO NOT** admit responsibility for the accident or engage in accusations with any party. General motor vehicle laws determine that a serious offence has been committed if:

- Your vehicle fails to stop after an accident
- You refuse to provide names and addresses
- You drive from the scene of an accident in an un-roadworthy vehicle
- You fail to report to the police an accident where people have been injured, there are allegations of drink driving or drug use, an obvious driving offence has been committed or there is damage to property

4.15.4 Accident procedure

- If necessary call the emergency services of an ambulance or police
- Exchange details with all involved drivers/property owners. Use the accident information sheet (provided in your Driver Guide or EASY Guide)
- If your vehicle needs towing instruct the towing operator to deliver the vehicle to an approved holding yard and obtain details of which holding yard will be used
- If required, LeasePlan will provide a replacement vehicle when the damaged vehicle is off the road. This will be a hire vehicle of choice (as provided by LeasePlan). If the cost of the replacement car is not covered under the insurance policy the cost will be allocated against your package charge

4.15.5 Redundancy Insurance (Optional)

LeasePlan provide optional lease payment protection insurance. For further information, please refer to the LeasePlan User Guide that is attached to this policy.

4.16 Fringe Benefits Tax

4.16.1 General

All drivers pay the FBT arising from the use of their vehicle. This cost is 'built' into the salary sacrifice cost of your Novated lease. To assist in reducing this tax being charged it is important to:

- Keep a record of any personal expenditure relating to the vehicle that has been paid by you and not reimbursed by LeasePlan or UNSW;
- Keep a record of the times when the vehicle is not available for personal use (eg. in a repair shop overnight where a replacement car has not been provided, or garaged on UNSW premises while overseas);
- Provide accurate odometer readings at each and every fuel fill.

At the end of each FBT year LeasePlan will distribute an FBT Declaration Form, which will enable you to record both days unavailable and employee contributions. This form should be returned to LeasePlan by the specified date to enable the data to be included in the FBT calculation and thus reduce your tax liability.

4.16.2 Calculation of FBT

Your estimated annual FBT liability will be calculated by LeasePlan on the basis of the cost of the vehicle and your estimated annual kilometres, using the statutory method.

At the end of each FBT year (1 April – 31 March) LeasePlan will calculate your FBT liability. Actual kilometres travelled are measured from the last odometer reading provided in the previous FBT year to the last odometer reading provided in the current FBT year. If odometer readings are not provided your FBT calculations may be charged at the highest statutory fraction, currently 26%.

If the actual FBT liability is lower than the amount calculated at the time the vehicle salary sacrifice was prepared, UNSW will refund the difference to you in salary, and applicable income tax is deducted. If the FBT liability is higher than the amount calculated at the time the vehicle salary sacrifice was prepared, UNSW will seek reimbursement from you via payroll pre-tax. You may elect to have this difference spread over up to 3 payroll periods in equal instalments. Please note that LeasePlan controls this process and UNSW administers the outcome through the payroll.

When you obtain a vehicle under a novation lease arrangement UNSW becomes liable for Car Fringe Benefit Tax. The FBT liability, which UNSW incurs, is charged back to you as part of your salary deduction.

Car FBT is calculated using the Statutory Formula method as follows:

Car FBT Liability

$$\frac{\text{FBT Base Value} \times \text{Statutory Factor} \times 2.0647 \times \text{Days Available}}{\text{Days in FBT year} \times 0.465}$$

The Statutory Factor varies according to the annual distance travelled:

Kilometres travelled per annum	Rate
0 - 14,999	26%
15,000 - 24,999	20%
25,000 - 40,000	11%
40,001 +	7%

If your vehicle lease commenced during an FBT year (1 April to 31 March), it is necessary to gauge the kilometres that would have been travelled if the car had been operated for the entire year. This is done by averaging the kilometres travelled per day from the initial delivery date and multiplying it by 365. For instance, where a lease commenced halfway through the FBT year and travelled 12,000 km, the annual distance would be 24,000 km and the 20%

statutory rate (see table above) would apply to the Car FBT liability calculation.

Example: On 1 October 2002 a driver entered into a Novated lease on a vehicle that cost \$30,000. The vehicle travels 15,143 km by 31 March 2003 (the end of the FBT year). During this time the car was not available for private use for 10 days.

Calculate Statutory Rate

$15,143 \times 365 \text{ days} = 30,369 \text{ km pa} = 11\% \text{ Statutory Rate}; 182 \text{ days}$

Calculate Car FBT Liability

$\$30,000 \times 11\% \times 2.0647 \times (182 \text{ days} - 10 \text{ Days Unavailable}) \times 0.465;$
 $365 \text{ days} = \$1,489.09$

In order for UNSW to report your Car FBT liability, an annual FBT Declaration will be distributed to you prior to the completion of the FBT year (31 March). You are required to record your final odometer reading as at 31 March together with any exempt days (days where the vehicle was not available for use).

UNSW will then reconcile your FBT balance with you via your payroll.

4.16.3 Reportable FBT

It is a legal requirement of UNSW to record any FBT liability incurred on behalf of an employee on the employee's payment summary. While the amounts recorded on the payment summary do not attract PAYE tax the value of the FBT liability will influence items such as Medicare levy, family allowance, child support payment (where applicable), etc.

4.17 How salary sacrifice is calculated

In the initial discussions with LeasePlan you will be required to give an estimate of the kilometres you are likely to travel on an annual basis. From estimated kilometres, LeasePlan will prepare a budget for all the running costs including lease costs and FBT for the vehicle nominated by the employee. All running costs and FBT (as detailed on the Final Package Allocation sheet from LeasePlan) are charged to the employee's package. The Final Package Allocation sheet outlines the vehicle chosen, the operating costs and the estimated salary sacrifice amount for the vehicle the driver has selected. No changes can be made to the finance structure during the lease, however, operating cost estimates can be altered annually if a need arises eg., employee is travelling more or less kilometres than expected.

Changes to operating costs can only occur when Lease Plan has performed a re-calculation and issued a new package allocation worksheet or where FBT is likely to vary from the budget and an automatic adjustment is processed. Salary sacrifice amounts will change in consultation with the employee and only when a major variation to budget occurs. A major variation is considered to be +/- \$1,500pa.

4.18 Calculating the finance value

The finance value is calculated as: Basic price, less discount, plus options, plus dealer delivery, plus purchase stamp duty less any personal contribution/trade-in (if applicable), and less any GST input tax credits. In the case of a second hand vehicle, purchase stamp duty may be excluded from the finance value (see point 7.21.3).

4.19 Calculating the residual value

A residual is the amount of money required for settlement at the end of the lease period. Employees can nominate the term of the lease to suit individual requirements. The residual value is calculated on the basis of the total amount financed and the lease term. The Australian Taxation Office provides taxation guidelines on the minimum residual value allowable which cannot be varied. Employees can choose from the following terms:

Lease Term Months	Minimum Residual %	Maximum Residual %
12	65.63	70
24	56.25	60
36	46.88	40
48	28.13	30

4.20 Choice of Vehicle and Associated Procedures

4.20.1 Choice of vehicle

You can select to lease one or more either new or used vehicles. LeasePlan will assist with the choice of a vehicle including a salary sacrifice estimate based on the lease term nominated by the employee.

4.20.2 New vehicles

LeasePlan will assist with all vehicle selections. It is wise to test vehicles and determine which options are to be included when the vehicle is purchased. The motor vehicle details provided to LeasePlan must be specific to ensure that the vehicle of your choice is the vehicle you receive.

4.20.3 Second hand vehicles

Second hand vehicles may be salary sacrificed under a Novated lease, however this will be at the discretion of LeasePlan. It is generally accepted that second hand vehicles must be no more than 4 years old at the beginning of the lease and a maximum of 7 years of age at lease maturity. The lease is also subject to the type of vehicle and kilometres travelled. Please note GST is applicable when sourcing a used vehicle through a dealer – GST credits can be obtained. Understandably, when sourcing a used vehicle through private sale, GST is not applicable and tax credits cannot be claimed.

Second hand vehicles will normally be sourced by the employee. LeasePlan does not offer warranties in regards to second hand vehicles and relies on the employee's judgement in choosing a vehicle. Good quality used vehicles are available from LeasePlan. Please contact them to determine what vehicles are available. When sourcing a second hand vehicle it is also important to determine whether the seller has included purchase stamp duty in the pricing - if not, this must be allowed for when the quote is prepared but is excluded when the FBT liability calculation is performed.

4.20.4 Trade-ins

If an employee has a private vehicle to trade-in, the trade-in transaction is kept totally separate from the Novated lease transaction. The trade-in value must be a cash transaction. The trade-in can be used to offset the lease value but this is limited to 20% of the value of the new vehicle.

4.20.5 Vehicle ordering

Employees are advised not to sign any sale agreements for new or used vehicles, as LeasePlan needs to assess and approve an individual employee's

credit facility. LeasePlan will also verify pricing to ensure fairness of pricing for used vehicles.

All vehicles chosen will be ordered by LeasePlan after a Lease Application form has been completed and returned to LeasePlan, followed by a credit assessment and approval. Please note that once the order is placed, the order cannot be cancelled without penalty by the dealer to the employee. It is the responsibility of the employee to read and understand the terms and conditions of the document which constitutes the proposed agreement between the employee and LeasePlan. It is also the responsibility of the employee to ensure the agreement details contain correct vehicle information and options, and without any amendments or further conditions, to sign the quotation. Any amendment to the vehicle selection, options and lease term must be made prior to signing the agreement.

LeasePlan cannot control manufacturer pricing, interest rate fluctuations or statutory charges and as such the relevant rates at the time of delivery will be applicable.

4.20.6 **Vehicle delivery**

LeasePlan will arrange delivery of the vehicle to the employee. LeasePlan will provide an EASY Guide and an electronic Driver Guide. This kit contains instructions on how to obtain the services provided, claim forms, insurance details and contact phone numbers should the employee require further assistance.

4.21 **Vehicle reporting**

Each reporting period (currently monthly) you will receive a vehicle operating cost report and fuel report. It is advised that you check all costs allocated and should you have any questions, contact the LeasePlan National Novation Customer Contact Centre on 1800 668 572.

4.22 **Leave Conditions**

4.22.1 **Paid leave**

Employees may continue to use their vehicle while on annual, sick or long service leave, and as such all salary sacrificing arrangements will continue as normal. Therefore, all terms and conditions relating to this policy should be complied with while on leave.

4.22.2 **Unpaid leave**

There is no salary sacrifice deduction being made whilst an employee is on unpaid leave and therefore, alternative arrangements need to be established to fund the lease and running costs of the vehicle. There are two options available for an employee taking such leave:

(a) Option 1 - Establish a Surplus Deduction from Payroll

An employee can elect to use an internal Organisation Name facility to have additional funds deducted from the monthly pay. This arrangement will build up a 'bank of monies' held by UNSW which is then applied against lease payments while the employee is on parental leave/leave without pay.

By making separate, individual repayments prior to leave being taken, UNSW employees are able to accumulate funds to cover an agreed period of leave. This will be administered by Payroll and cover the agreed leave term. Should the employee decide to extend that leave and no additional deducted funds remain in the 'bank of monies', then option 2 will apply.

(b) Option 2 - Terminate the Lease

This option is a standard option under the lease and can be selected by the employee at any time during the lease. Termination of the lease can be undertaken in two ways by paying the early termination lease payout value to

LeasePlan or by returning the vehicle to LeasePlan whereupon the vehicle is sold and reconciliation is performed where and profit/loss on sales and operating costs are to the account of the employee.

4.23 Termination of the Lease

4.23.1 Leaving the employment of Organisation Name

When an employee salary sacrifices a vehicle through a novation lease with LeasePlan, the employee will be responsible for all future costs associated with the vehicle. In the situation where the employee resigns, is dismissed, retires, dies or is retrenched the employee has 3 options available in relation to the lease of their vehicle. You may:

- Terminate the lease early and pay LeasePlan the early termination lease payout value
- Continue on a temporary basis to privately pay for the lease until employment is gained
- Transfer the novation to a new employer

4.23.2 At completion of the lease

At the end of your lease, you have 3 options:

Option 1 - Return the vehicle to Lease Plan

Under this option the vehicle is returned to LeasePlan to be sold. A reconciliation is performed (approximately seven days after termination) where and profit/loss on sales and operating costs are to the account of the employee. Any surplus is returned to the employee via payroll and taxed, while any deficit is invoiced to Organisation Name and recovered from the employee through payroll pre-tax.

Option 2 – Offer to purchase the vehicle

This option requires the employee to make an offer to purchase the vehicle at a value equal to the residual value plus any taxes (such as GST) that are applicable.

Option 3 - Re-finance the vehicle for a further lease term

This option allows the employee to retain the vehicle and enter into a further lease arrangement. The new lease would be established using the residual value as the new finance value and new residual established using guidelines detailed above. A new budget for operating cost is then calculated and a new salary sacrifice Final Package Allocation value established. It should be noted that GST is NOT added to the residual value under this option as a sale has not occurred.

As vehicles are supplied on an actual cost basis, when a vehicle is terminated from LeasePlan's system final cost reconciliation will be made approximately seven days after vehicle termination. The final cost reconciliation is a comparison of budgeted costs charged via salary sacrifice, versus actual costs incurred on the vehicle. Based on the reconciliation you will be required to make up any under recovery on an after tax basis, or receive any over recovery on an after tax basis.

4.23.3 Terminating early (still employed by UNSW)

Should an employee wish to end the lease prior to its maturity, and this does not involve the employee terminating from Organisation Name, 2 options are available:

(a) Option 1 - Return the vehicle to Lease Plan

Under this option the vehicle is returned to LeasePlan to sell the vehicle and perform reconciliation (approximately seven days after termination) where and profit/loss on sales and operating costs are to the account of the employee. Any surplus is returned to the employee via payroll and taxed while any deficit is invoiced to UNSW and recovered from the payroll pre-tax.

(b) Option 2 – Pay out the lease

This option involves paying the early termination lease payout value to LeasePlan. LeasePlan will calculate the payout value and upon payment of this amount to LeasePlan, the ownership of the vehicle reverts to the employee.

In both these cases the final cost reconciliation will be performed and employees will be responsible for making up any under recovery or receive any over recovery via payroll.

4.24 Miscellaneous Items

4.24.1 Changes in legislation

In the event of changes to legislation resulting in an increased tax liability in respect of the Novated lease vehicle, such liability will be solely the responsibility of the employee. No compensation will be provided by LeasePlan in the event of any additional costs or losses incurred by the employee for whatever reason.

4.24.2 Traffic infringements and parking fines

UNSW will not accept liability for parking or traffic violations. It will be the responsibility of the designated driver to pay all traffic infringements. LeasePlan will administer the process on behalf of UNSW salary sacrifice vehicles, but the liability remains with the designated driver.

4.24.3 Tolls/e-Tags

UNSW examined the possibility of including the cost of e-Tags and associated road tolls as part of the Novated lease arrangements with LeasePlan. The cost of providing an e-tag and paying tolls for private usage will be regarded by the Australian Tax Office as an Expense Payment Fringe Benefit.

Therefore employees requiring e-Tags for their vehicle will be required to establish their own arrangement for either e-Tags or road tolls. The only circumstance in which a toll will be regarded as a business expense is when it is incurred in the course of performing work requirements. This type of travel should be claimed through the expense claim reimbursement by UNSW. Travel to and from work does not meet this test.

5. Modifications

The Manager, Campus Services is responsible for review of this guideline. Minor amendments will be authorised by the Manager, Campus Services.

Appendix A: History

Version	Authorised by	Approval Date	Effective Date	Sections modified
1.0	Director, Procurement	17 July 2007	17 July 2007	New guideline