

Please read the [ASP Policy](#) before completing this form

STAFF MEMBER DETAILS				
Staff ID:	Contact Number:			
Last Name:	First Name:			
ASP Departure:	ASP Return:			
School/Department/Centre:				
Group:				
This form is used by ASP applicants to claim the "Other Costs" allowance described in the ASP Procedures. Allowance will be paid in the fortnight prior to the staff members departure on ASP. Forms must reach Remuneration and Benefits by our published deadlines <a href="http://www.griffith.edu.au/hrm/pay_and_conditions/salaries.html">http://www.griffith.edu.au/hrm/pay_and_conditions/salaries.html</a> . This allowance is not taxed at time of payment however is taxable at the applicable marginal tax rate and it is the staff member's responsibility to meet the relevant tax obligations.				
Summary/Description OTHER COSTS associated with ASP				Amount
<b>Total</b>				
ELEMENT/SCHOOL AUTHORISATION OF EXPENDITURE				
Project Grant Description	Speed Type	Class	Account	% Salary Accounts
# Supporting documents required		Staff Member's Name	Date	
<ul style="list-style-type: none"> <li>• Any documentation supporting the above claim <input type="checkbox"/></li> </ul>				
Head of School:		HOS ID	HOS Signature	Date
Dean:		Dean's ID	Dean's Signature	Date

Remuneration and Benefits use only	Payline Earning Code <b>ASP</b>	
Employment record	Entered by	Date
		/ /
To be paid in FN Ending / /	Checked by	Date
		/ /