

TAX INVOICE

Business/Company Name: _____

ABN: _____ GP Name: _____

Invoice Date: _____ Month of: _____

Bill to: Capricornia Division of General Practice Ltd, ABN 12 081 863 738
 PO Box 242, Rockhampton Q 4700
 Ph: 07 4921 7777 Fax: 07 4927 2977
 Email: admin@capdivgp.com



Date	Time Start	Time End	PLEASE PRINT ALL DETAILS CLEARLY Meeting/Program/Division Representation details	In Hours	After Hours	Total Hours	ProgramCode

Payment Guidelines as per reverse of this page

Total number of in-hours & after hours		
Total at in-hours rate (\$130/hr) & after hours rate (\$75/hr)		
Subtotal	\$	
GST Applicable (10%)	\$	
Total including GST	\$	

Signed by Supplier (must be signed): _____

Bank Account Details for Electronic Payment:
 BSB: _____ Account Number: _____
 Account Name: _____ Bank Name/Branch: _____

For EFT - Notify payment by: fax email post Notification not required:

OFFICE USE ONLY

Chq no: _____ or EFT Confirmation No: _____ Date: _____
 Amount: _____ Account: _____ Class: _____
 Payment authorised: (1) _____ (2) _____ Payment authorised: _____
 (Chair/Secretary/Treasurer) (C.E.O)

GP PAYMENT SCHEDULE
Quoted payment Rates are exclusive of GST

(Effective from 01/07/06)

Payments will be made on submission on appropriately prepared Tax Invoice, or you may use the Division Proforma. GPs without ABN's will have tax withheld at the 48.5% withholding rate.

GP Board Member (Director Work Only)

All Hours \$130.00

GP Program (including Program Director Work)

In Hours \$130.00

After Hours \$ 75.00

- NB:**
1. In hours is between 8am and 6pm, Monday to Friday. All other time is After Hours.
 2. Non-principal GPs, other than Board Members, to be paid at After Hours rates for all Division work.
 3. All verbal media program work to be paid at In Hours rates as per the guidelines.

Radio Announcements/TV Interviews

GP to be paid at In Hours rates.

Minimum Payment of 1 hour and Maximum Payment of 1.5 hours inclusive of pre-reading and preparation time.

Written Articles

GP to be paid for the time taken to write the article. The rate will be at the After Hours rate.

GP Conference Rates

Monday to Friday Claim the hourly rate of \$130 up to a maximum of 8 hours. (Non-principal GPs refer "2.")

Saturday and Sunday Claim the hourly rate of \$75 up to a maximum of 8 hours.

Claims for more than 8 hours will be assessed on an individual basis by the Executive Committee.

Airfares Minor Travel

Costs to be covered by the Division.

Taxi and Parking Fees will be reimbursed upon production of Tax Invoice.

Meals

The following rates apply:

Breakfast (including beverages) \$25.00

Lunch (including beverages) \$20.00

Dinner (including beverages) \$50.00

Maximum (including beverages) \$95.00

These meal rates also apply to the staff of the Division.

NB: Tax invoices must be produced with correctly completed expenses forms to claim reimbursement of meal/travel costs.

Accommodation

The following rates apply:

Maximum per night in South East Queensland \$150.00

Maximum per night Melb./Syd/other destinations \$175.00

These accommodation rates also apply to the staff of the Division.

NB: Accommodation exceeding these rates is to be approved by the Executive.

Travelling Time

Air Travel

1 hour before Departure

1 hour after Arrival

Car Travel

Front Door to Destination

Destination to Front Door

NB: All Car Travel time to be rounded up to the nearest 15 minutes.

Reading Time/Phone Calls

All Reading Time/Phone Calls to be paid as per After Hours Rates for actual time taken.

Consumers

Attendance at sub-committee meetings/planning seminars/stakeholder meetings/etc. is to be paid at the rate of \$30.00 per hour.