

## Hudson Independent Contractor Expense Form

Name of Nominated Representative		
Name of Independent Contractor		
Temp ID		
Assignment Number		
Client Name		
Assignment Location		
Week Ending Date		
Size of Ordinary Car Engine	Max Rate per KM	Claimed Mileage Rate per KM (if claiming car travel expenses < 5,000km pa)
<= 1.6 Litre	\$0.63	\$0.00
>1.6 Litre but <= 2.6 Litre	\$0.74	\$0.00
>2.6 Litre	\$0.75	\$0.00
Other		\$0.00

Complete form in excel format, print and obtain Hiring Manager approval and scan along with copies of receipts to the Customer Experience Team  
 Email - [auscontractorpayrollforms@hudson.com](mailto:auscontractorpayrollforms@hudson.com)

If paperwork can not be emailed please send original form and tax Invoices to the address below.  
 Attention: Customer Experience Team  
 GPO Box 3995, Sydney 2001

Please retain original tax Invoices for your own tax records.

\*\*\*Please note that a Recipient Created Tax Invoice ("RCTI") will be created by Hudson recognising the GST Input tax credits available to the independent contractor. The additional fee charged in the RCTI to Hudson will be the GST exclusive total below plus applicable 10% GST. Hudson will claim related input tax credits associated with the RCTI and invoice the client based on the GST exclusive total plus applicable 10% GST.\*\*\*

\*\*\*Please note business travel for 6 or more consecutive nights requires a travel diary\*\*\*

Note: Name of Nominated Representative = Named Entity's employee

Note: Name of Independent Contractor = Name of Entity engaged with Hudson

DATE EXPENSE INCURRED	DESCRIPTION OF BUSINESS EXPENSE OR TRAVEL	Overnight Travel - please tick	KM TRAVELLED	AMOUNT (Excl. GST)	GST Input tax credit claimed by Independent Contractor	AMOUNT (Incl GST)	Tax invoice attached - please tick

<b>TOTAL EXPENSES INCURRED</b>	<b>0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>GST TO BE ADDED TO RCTI AND INVOICE TO CLIENT</b>	<b>10%</b>	<b>\$0.00</b>		
<b>TOTAL RCTI and TOTAL TO BE INVOICED TO CLIENT</b>			<b>\$0.00</b>	

**Independent Contractor Declaration:**  
 I declare that I have provided copies all the required documentary evidence in support of my expense claim for reimbursement including related tax invoices. I also declare that all the expenses for which I am claiming reimbursement have been 100% incurred by me in undertaking my duties as a Hudson Independent Contractor on assignment with the Client.

\_\_\_\_\_  
 Signature of Contractor  
 Client Authorisation:  
 I have reviewed the expenses claimed and related documentary evidence and I am satisfied that 100% of the expenses were incurred by the Independent Contractor in undertaking assignment duties and are correct. I also confirm that we will accept Hudson's additional fee for the chargeable amounts (excl GST) shown plus applicable GST.

\_\_\_\_\_ Date

\_\_\_\_\_  
 Signature of Client

\_\_\_\_\_ Date

\_\_\_\_\_  
 Name of Client