

Factsheet: requirements for reimbursement invoices

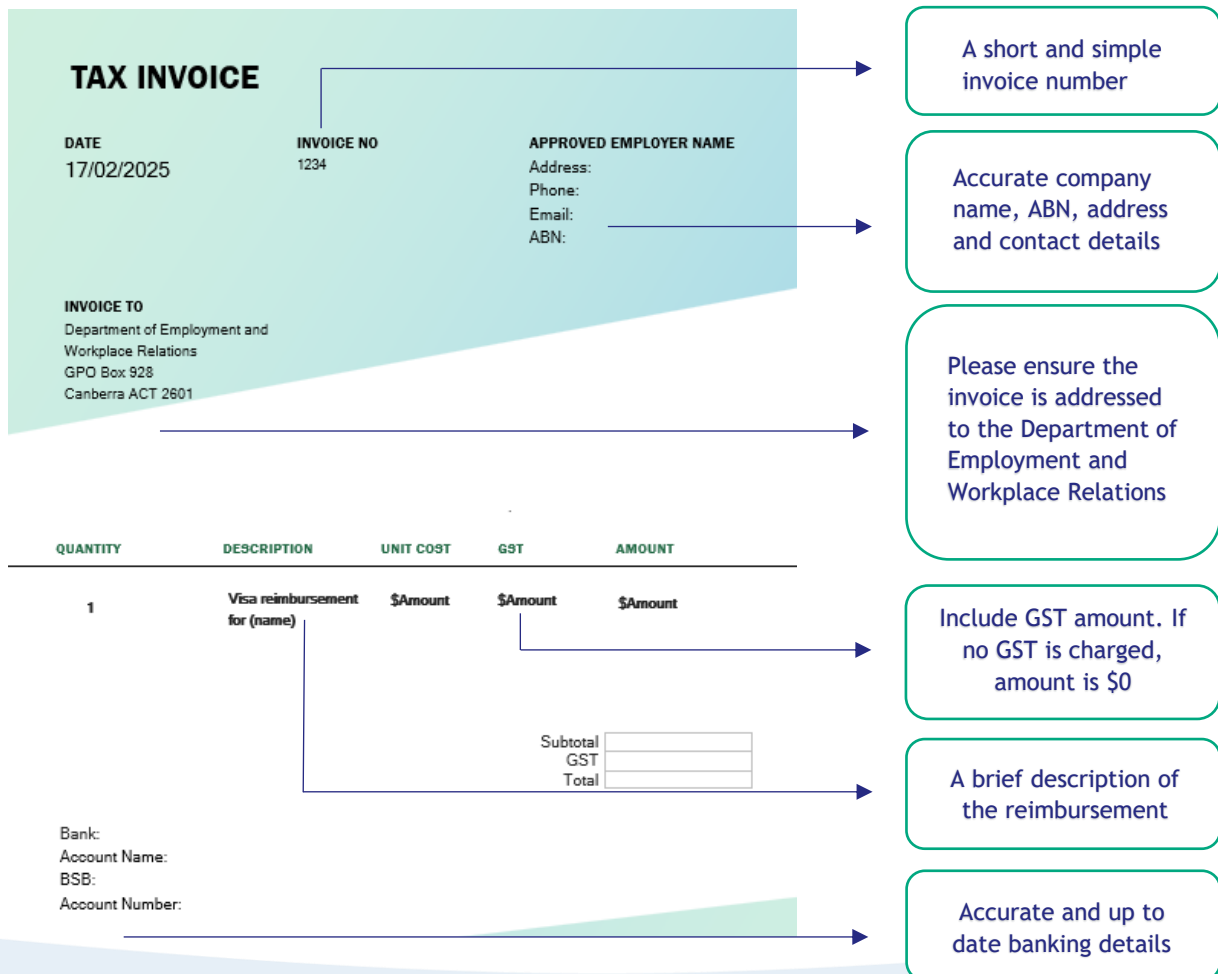
This factsheet provides information for Pacific Australia Labour Mobility (PALM) scheme employers on the requirements for tax invoices provided to the Department of Employment and Workplace Relations (DEWR) for travel and skill cost claims.

For information on eligibility and how to claim reimbursements please refer to: [travel cost reimbursement for short-term PALM scheme workers](#).

Information on reimbursement of travel costs is included in clause 20 of the PALM scheme Approved Employer Deed and sections 7.2 and 7.5 of the PALM scheme Approved Employer Guidelines.

A guide to your invoice

The tax invoice below is an example to assist PALM scheme employers with the details DEWR requires to accurately process reimbursement claims.



TAX INVOICE

DATE: 17/02/2025

INVOICE NO: 1234

APPROVED EMPLOYER NAME
Address:
Phone:
Email:
ABN:

INVOICE TO
Department of Employment and Workplace Relations
GPO Box 928
Canberra ACT 2601

QUANTITY	DESCRIPTION	UNIT COST	GST	AMOUNT
1	Visa reimbursement for (name)	\$Amount	\$Amount	\$Amount
		Subtotal		
		GST		
		Total		

Bank:
Account Name:
BSB:
Account Number:

- A short and simple invoice number
- Accurate company name, ABN, address and contact details
- Please ensure the invoice is addressed to the Department of Employment and Workplace Relations
- Include GST amount. If no GST is charged, amount is \$0
- A brief description of the reimbursement
- Accurate and up to date banking details



Have you changed your details recently?

If you have recently changed your details including your company name, ABN, address or banking details, please complete and submit a vendor information request form to ensure your details align with our records and that DEWR pays you promptly.

The vendor information request form can be located here: [Vendor information request form - DEWR.docx](#).

Resources and other help

- For further information regarding tax invoice requirements, please refer to this information on the Australian Taxation Office website: [tax invoices](#).
- Refer to clauses 20 of the deed and sections 7.2 and 7.5 of the PALM scheme guidelines.