

# MOTOR VEHICLE ALLOWANCE POLICY AND PROCEDURE



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## 1 PURPOSE

- 1.1 This policy and procedure establishes a framework for the control, management, calculation, approval and payment of a motor vehicle allowance to Senior Executives and eligible senior managers of CQUniversity, as a part of their remuneration package effective **1 May 2019**.

## 2 SCOPE

- 2.1 This policy and procedure applies to Senior Executives and senior managers (senior employees) eligible for a motor vehicle salary package in accordance with their individual employment agreement.
- 2.2 This policy and procedure does not apply to subsidiary companies of the University.
- 2.3 This policy and procedure does not apply to general salary packaging options available to employees. Refer to the [Salary Packaging Policy](#).

## 3 POLICY STATEMENT

- 3.1 University owned salary packaged motor vehicles will no longer be available for senior employees effective from **1 May 2019**. This benefit is being replaced with a motor vehicle allowance.
- 3.2 From **1 May 2019** a motor vehicle allowance will be allocated to eligible senior employees as a part of their remuneration package. Motor vehicle allowance amounts will be reviewed on an annual basis. Motor vehicle allowance payments will be a fixed fortnightly allowance payment made by the People and Culture Directorate via the payroll function.

- 3.3 Transitional arrangements for senior employees with University owned Motor Vehicle salary packages dated prior to 30 April 2019 are included at [Appendix A](#).
- 3.4 Motor vehicle salary packages will be in accordance with the individual employment agreement and at the discretion of the Vice-Chancellor and President.
- 3.5 Written approval must be obtained by the Vice-Chancellor and President for the purchase of a senior employee motor vehicle rather than the payment of a motor vehicle allowance after the transition date of **1 May 2019**.

## **4 PROCEDURE**

### **Senior executive motor vehicle allowance**

- 4.1 The Vice-Chancellor and President remuneration package is by negotiation with the Chancellor and approved by Council and includes access to either a:
- fully maintained vehicle for business and private use, or
  - motor vehicle allowance paid in the form of a fixed fortnightly amount via payroll.
- 4.2 The Provost, Senior Deputy Vice-Chancellor and Deputy Vice-Chancellors remuneration package is by negotiation with the Vice-Chancellor and President and includes access to either a:
- fully maintained vehicle for business and private use having regard to the luxury car tax threshold limit as determined by the [Australian Taxation Office](#) (ATO), or
  - motor vehicle allowance payment paid in the form of a fixed fortnightly amount via payroll in addition to the Senior Executives existing package, up to the annual limit amount of \$26,000 by negotiation with the Vice-Chancellor and President (limits reviewed annually by the Council).

Senior executives may elect to:

- enter into a salary sacrifice arrangement contributing the above motor vehicle allowance amount towards a fully maintained novated lease with the University's current contracted salary packaging provider to obtain a fully maintained vehicle for both business and private use, or
- arrange their own vehicle and have the allowance of \$26,000 per annum paid via a fixed fortnightly amount through payroll. (Note: allowances are considered assessable income to the Executive).

### **Executive motor vehicle allowance**

- 4.3 Pro Vice-Chancellors will receive a motor vehicle allowance paid in the form of a fixed fortnightly amount via payroll in addition to the Executives existing package up to the annual limit amount of \$15,760 (reviewed annually by the University Council). Executives may elect to either:
- enter into a salary sacrifice arrangement contributing the above motor vehicle allowance amount towards a fully maintained novated lease with the University's current contracted salary packaging provider to obtain a fully maintained vehicle for both business and private use,
  - arrange their own vehicle and have the allowance of \$15,760 per annum paid via a fixed fortnightly amount through payroll. (Note: allowances are considered assessable income to the Executive), or
  - by negotiation with the Vice-Chancellor and President for the provision of a University motor vehicle up to a maximum value of \$50,000.

### **Senior managers motor vehicle contribution allowance**

- 4.4 Salary packaging is an arrangement where the employee agrees to forgo part of their remuneration in return for benefits provided by CQUniversity. Salary packaging offers flexibility to suit individual lifestyle choices.
- 4.5 Salary packaging requests are made through the People and Culture Directorate.

- 4.6 Remuneration packages for salary packaged vehicles have transitioned as at **1 May 2019**. The provision of a University owned motor vehicle will cease and be replaced with a fixed fortnightly motor vehicle contribution allowance.
- 4.7 To access the allowance, senior managers (Directors, Deans, and relevant senior contract employees) must enter into a salary sacrifice arrangement for a fully maintained novated lease motor vehicle with the University's current salary packaging provider. The vehicle must be used for both business and private purposes to be eligible for the partial contribution amount from the University towards the lease vehicle running costs.
- 4.8 It is required that the novated lease salary packaged motor vehicle be available during University working hours and used for all University motor vehicle travel to be eligible for the allowance.
- 4.9 Senior managers who meet the above criteria may be eligible for the following vehicle allowance contribution amounts:
- senior managers can apply to receive a base annual limit allowance amount of \$3,152 as part of their package, provided they enter into a salary sacrifice arrangement noted above. The allowance is calculated at 20% of \$15,670 and will be subject to review from time to time.
  - a higher contribution percentage may be negotiated based on the business kilometres travelled and verified by the use of a log book. Contact the Financial Accounting team for further information.
  - the contribution motor vehicle allowance amount will be paid as a fixed fortnightly amount in each pay in addition to the senior managers existing package. (Note: allowances are considered assessable income to the senior manager).
  - This University (allowance) contribution amount must then be salary sacrificed in full under the novated lease arrangement along with the employee salary sacrifice contribution amount pre and/or post tax to the University's salary package provider. The vehicle is to be used for all university motor vehicle travel.

### **Novated lease information and senior employee responsibilities**

- 4.10 Independent financial advice is strongly recommended in relation to any taxation matters taking into account individual circumstances relevant to any novated lease arrangement.
- 4.11 A fully maintained novated lease allows senior employees to use and pay for a vehicle via salary sacrificing, plus have all operating and maintenance costs paid for using pre-tax income. The senior employee would personally own the vehicle, and would take the vehicle with them should they leave the employ of the University, or at the end of the lease period once the residual is paid. Refer to [Appendix B - Scenarios](#) for various scenarios.
- 4.12 Any shortfall between the motor vehicle allowance received from the University and the novated lease costs is payable by the senior employee.
- 4.13 Any differences in the estimated running costs and actual running costs of the novated lease vehicle is the responsibility of the senior employee. In the event the actual is less than the estimates, this would be returned to the senior employee on the finalisation of the lease, or payroll deductions adjusted during the lease period.
- 4.14 The residual value of the novated lease vehicle is the responsibility of the senior employee. They may either elect to pay it out and keep the car, or have the salary packaging provider sell on their behalf and lease a new vehicle.
- 4.15 If the senior employee ceases employment with the University, the novated lease vehicle liability, including any outstanding lease obligations, will be transferred with them. The novation period ceases when employment finishes.
- 4.16 Details of business kilometres travelled during the year must be provided to the University each year on the 1st April. Senior employees may use an electronic logbook like the ATO app on a smart phone or paper logbook to record.

## 5 RESPONSIBILITIES

### Compliance, monitoring and review

- 5.1 The Deputy Vice-Chancellor (Finance and Planning) is responsible for monitoring, reviewing and ensuring compliance with this policy and procedure.
- 5.2 The Finance and Planning Division is responsible for the calculation of motor vehicle allowance amounts in line with Council approved limits.
- 5.3 The People and Culture Directorate is responsible for the payment of approved motor vehicle allowances through the fortnightly payroll function.
- 5.4 All drivers are responsible for the proper use of CQUniversity vehicles.

### Reporting

- 5.5 No additional reporting is required.

### Records management

- 5.6 Employees must manage records in accordance with the [Records Management Policy and Procedure](#). This includes retaining these records in a recognised University recordkeeping information system.
- 5.7 University records must be retained for the minimum periods specified in the University Sector Retention and Disposal Schedule on the [Queensland State Archives website](#).
- 5.8 Senior employees must provide logbook records for any salary package vehicle, outlining business and private use kilometres travelled during the FBT year being period 1 April to 31 March, to the Finance Accounting Team at [corpaccountants@cqu.edu.au](mailto:corpaccountants@cqu.edu.au), to determine FBT calculations.

## 6 DEFINITIONS

- 6.1 Terms not defined in this document may be in the University [glossary](#).

### Terms and definitions

**Fully maintained novated lease:** a leasing agreement common throughout Australia which allows employees to finance a vehicle including all running costs using their pre and post-tax income. This type of lease is a three way agreement between an employer, employee, and leasing company. The employee purchases the vehicle from a leasing company and then enters into an agreement with their employer and financier to salary sacrifice part of their salary to make the lease payments. The lease terms can be anywhere from one to five years depending on what you agree to with your employer.

Under a novated lease arrangement, the University (the employer) will take over all or part of the lessee's rights and obligations under the lease. This transfer of rights and obligations is agreed to in a deed of novation between the University, the finance company and the lessee. The lessee is usually the employee, or an associate of the employee.

The deed of novation usually contains a clause that transfers the lease obligations back to the lessee on termination of the lease or when the employee ceases employment with the University. In the latter case, this enables the employee to enter into a new novated lease arrangement with another employer.

**Salary package vehicle:** a motor vehicle that is owned by CQUniversity and used for both private and business purposes by an approved University employee

**Salary sacrifice arrangement:** as per the Australian Taxation Office [Taxation Ruling TR 2001/10 - Income Tax: Fringe Benefits Tax And Superannuation Guarantee: Salary Sacrifice Arrangements](#), means an arrangement under which an employee agrees to forego (sacrifices) part of his or her total remuneration (cash component), that he or she would otherwise expect to receive as salary or wages, in return for the employer or someone associated with the employer providing benefits of a similar value (e.g. fully

maintained novated lease motor vehicle). The main assumption made by the parties is that the employee is then taxed under the income tax laws only on the reduced salary or wages and that the employer is liable to pay FBT, if any, on the benefits provided.

**Senior employees:** an employee appointed on a senior management contract including the following:

- **Senior Executive** positions of: Chancellor, Vice-Chancellor and President, Provost, Senior Deputy Vice Chancellor, and Deputy Vice Chancellors.
- **Executive** position of: Pro Vice-Chancellors.
- **Senior manager** positions of: Directors, Deans, and relevant senior contract employees.

## 7 RELATED LEGISLATION AND DOCUMENTS

[Fringe Benefits Tax Act 1986](#) (Cwlth)

[Motor Vehicle Policy and Procedure](#)

[Salary Packaging Policy](#)

[Taxation Ruling TR 2001/10 Income Tax: fringe benefits tax and superannuation guarantee: salary sacrifice arrangements](#) (Australian Taxation Office)

## 8 FEEDBACK

8.1 University staff and students may provide feedback about this document by emailing [policy@cqu.edu.au](mailto:policy@cqu.edu.au).

## 9 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Council
Advisory Committee to Approval Authority	Audit, Risk and Finance Committee
Administrator	Deputy Vice-Chancellor (Finance and Planning)
Next Review Date	02/08/2022

Approval and Amendment History	Details
Original Approval Authority and Date	Council 01/05/2019
Amendment Authority and Date	Administrator approved – Deputy Vice-Chancellor (Finance and Planning) 02/08/2019.
Notes	Content from this document was previously contained in the Motor Vehicle Policy (21/10/2015) and Motor Vehicle Procedure (28/07/2015).

## 10 APPENDICES

### Appendix A - Transitional arrangements for motor vehicle salary packages

#### Purpose

- 10.1 This Appendix provides a framework for the use, maintenance acquisition and disposal of motor vehicles belonging to the University, which are provided to senior employees as part of their salary package.

#### Scope

- 10.2 This Appendix applies to senior employees with University owned motor vehicle packages both dated prior to 30 April 2019, as well as any motor vehicle approved in writing by the Vice-Chancellor and President for a senior employee rather than the payment of a motor vehicle allowance after the transition date of 1 May 2019.

#### Statement

- 10.3 University owned motor vehicle salary packages will be managed by the Procurement Advice Team, who is responsible for salary packaged vehicle dealership negotiations including any acquisition and disposal of applicable senior employee motor vehicles.
- 10.4 All vehicles belonging to the University will be used in accordance with this policy and procedure and the [Motor Vehicle Policy and Procedure](#).
- 10.5 Vehicles are to be driven responsibly and in accordance with the [Transport Operation \(Road Use Management\) Act 1995](#) (Qld). The University accepts no responsibility for infringement notices or fines of any type related to the CQUniversity vehicle issued to the driver. Fines are the responsibility of the driver. The University must be notified by the driver as soon as practical after an infringement occurs.

#### Senior employee CQUniversity vehicles

- 10.6 Senior employee CQUniversity motor vehicle fleet consists of:
- salary packaged vehicles, and
  - Senior Executive employee packaged vehicles.
- 10.7 Salary packaged vehicles were specifically allocated to employees who agreed to forgo part of their remuneration in return for benefits provided by the University. Vehicles were allocated to eligible Directors, Deans and senior contract employees.
- 10.8 Senior Executive salary packaged vehicles were allocated to the Vice-Chancellor and President, the Provost, Senior Deputy Vice Chancellor, Deputy Vice Chancellors, and Pro Vice-Chancellors as part of their salary package.

#### Private use of senior employee CQUniversity vehicles

- 10.9 Senior employee University vehicles can be used by members of the employee's immediate family or any person who is authorised to do so by the employee, providing that such persons using the vehicle have a current Australian driver's license or recognised international license. Learner's licenses are not acceptable. Salary packaged University vehicles may also be used by the employee during normal periods of leave.
- 10.10 Smoking is not permitted at any time in a vehicle owned or operated by CQUniversity

#### Servicing and maintenance

- 10.11 University vehicles are covered by the University's motor vehicle insurance policies and RACQ Fleet Care (via 1800 648 058). Further details can be provided by the Procurement Advice Team or CQU Insurance.

- 10.12 University vehicles are supplied with a fuel card to be used specifically for the vehicle provided. The current fuel supplier is Caltex. The Procurement Advice Team will provide a fuel card for the vehicle when the vehicle is purchased or is requiring to be replaced.
- 10.13 The senior employee with the University vehicle is responsible for ensuring the vehicle is safe at all times.
- 10.14 Drivers are responsible for maintaining and ensuring that scheduled service maintenance requirements are completed for their allocated vehicle to preserve new car warranties.

#### **Vehicle disposal**

- 10.15 Vehicles purchased and exchanged by CQUniversity under normal purchasing procedures remain the property of the University. Salary packaged vehicles are replaced at the optimum change-over period and no greater than three years.
- 10.16 A salary packaged vehicle will be typically replaced by either the kilometres travelled, or no greater than three years, whichever occurs first. Replacement will be considered at 60,000 kilometres for medium/large vehicles or 80,000 kilometres for SUV's and 4WD's, depending on the condition, cost of servicing/maintenance and trade-in price achievable.
- 10.17 Once a vehicle has reached its optimum time for replacement, the Procurement Advice Team, in consultation with the Financial Services Division, will start the process for disposal and either transition the senior employee to the new motor vehicle allowance benefit, or if approved in writing by the Vice-Chancellor and President acquisition of a new motor vehicle.

#### **Transitional process**

##### ***Senior Executive and Executive motor vehicle holders***

- 10.18 Senior Executive's and Executives on current contracts have the following options:
1. Purchase their current salary packaged motor vehicle from CQUniversity, enter into a novated lease arrangement with the University's current salary package provider and receive the fixed fortnightly motor vehicle allowance amount via payroll.
  2. Wait until their current University vehicle is due for change over and then move to the allowance, entering into a salary sacrifice novated lease arrangement with the University's current salary package provider for a vehicle of their choice. Surrendering their current CQUniversity motor vehicle for disposal by the Procurement Advice Team.
  3. Elect to receive the allowance and source own vehicle arrangements, thus surrendering their current CQUniversity motor vehicle for disposal by the Procurement Advice Team.
  4. By negotiation with the Vice-Chancellor and President for a replacement motor vehicle.

##### ***Salary packaged motor vehicle holders***

- 10.19 Senior managers on current contracts have the following options:
1. Purchase their current salary packaged motor vehicle from CQUniversity, enter into a fully maintained novated lease arrangement with the University's current salary package provider and receive the fixed fortnightly motor vehicle contribution allowance amount via payroll.
  2. Wait until their current University vehicle is due for change over and then move to the contribution allowance, entering into a salary sacrifice fully maintained novated lease arrangement with the University's current salary package provider for a vehicle of their choice. Surrendering their current CQUniversity motor vehicle for disposal by the Procurement Advice Team

#### **Process for purchase of current CQUniversity owned senior employees motor vehicles**

- 10.20 Should the senior employee choose to purchase the University motor vehicle, the purchase price shall be determined as follows:
- Senior employee will contact the Procurement Advice Team, who are responsible for all salary packaged vehicle dealership negotiations.

- The Procurement Advice Team will take the car to a local dealer to obtain a current market value of the vehicle.
- The market valuation will be reviewed, and compared to a price calculated by taking the Redbook value and three comparable vehicles for sale prices on website carsales.com and averaging them out.

A final market value price of the vehicle will be recommended to the

- Deputy Vice-Chancellor (Finance and Planning) from the Procurement Advice Team to either approve or decline.
- Once approved by the Deputy Vice-Chancellor (Finance and Planning), the Procurement Advice Team will either provide a tax invoice to the senior employee for payment, or the University's current salary packaging provider if the senior employee has entered into a salary sacrifice arrangement.
- The Procurement Advice Team will submit an Asset Disposal Form to the Financial Accounting Team. The People and Culture Directorate will prepare a vehicle checklist, noting the date of disposal and forward to the Financial Accounting Team. The Financial Accounting Team will arrange disposal approval and process the disposal of the asset in the Asset Register as outlined in the [Property Plant and Equipment Disposal Procedure \(FMPM\)](#).



## Appendix B - Scenarios

### Senior Executive Motor Vehicle Allowance amount \$26,000

#### Example 1A - Vehicle \$45,385

<b>Motor Vehicle Allowance - Employee Salary</b>	
<i>Details</i>	<i>Annual amounts</i>
Payroll Allowance annual amount	\$ 26,000
<i>Motor vehicle cost \$45,385 inc gst</i>	
<b>Less Total Salary Sacrifice Pre/Post-tax NLC Motor vehicle</b>	<b>21,737</b>
Lease	10,173
Running Costs- actual used	3,000
<b>FBT - Statutory method</b>	<b>8,564</b>
<b>Favourable Difference</b>	<b>\$ 4,263</b>

The use of a logbook to determine private usage can assist in reducing the fringe benefits tax value considerably when business use is greater than 65%, as the operating cost method calculation is used which assists to reduce the fringe benefits tax payable as illustrated in the examples below.

#### Example 1B - Vehicle \$45,385

<b>Motor Vehicle Allowance - Employee Salary</b>	
<i>Details</i>	<i>Annual amounts</i>
Payroll Allowance annual amount	\$ 26,000
<i>Motor vehicle cost \$45,385 inc gst</i>	
<b>Less Total Salary Sacrifice Pre/Post-tax NLC Motor vehicle</b>	<b>16,533</b>
Lease	10,173
Running Costs- actual used	3,000
<b>FBT - Operating cost method 20% Private use - (80% business use)</b>	<b>3,360</b>
<b>Favourable Difference</b>	<b>\$ 9,467</b>

**Example 1C - Vehicle \$65,094**

<b>Motor Vehicle Allowance - Employee Salary</b>	
<i>Details</i>	<i>Annual amounts</i>
Payroll Allowance annual amount	\$ 26,000
<i>Motor vehicle cost \$65,094 inc gst</i>	
<b>Less Total Salary Sacrifice Pre/Post-tax NLC Motor vehicle</b>	<b>25,621</b>
NLC Lease	12,841
Running Costs- actual used	7,000
FBT - Operating cost method 26% PTE	5,780
<b>Favourable Difference</b>	<b>\$ 379</b>

**Example 1D - Vehicle \$79,695**

<b>Motor Vehicle Allowance - Employee Salary</b>	
<i>Details</i>	<i>Annual amounts</i>
Payroll Allowance annual amount	\$ 26,000
<i>Motor vehicle cost \$79,695 inc gst</i>	
<b>Less Total Salary Sacrifice Pre/Post-tax NLC Motor vehicle</b>	<b>27,094</b>
Lease	18,189
Running Costs- actual used	3,600
FBT - Operating cost method 20% PTE	5,305
<b>Costs in addition to allowance</b>	<b>-\$1,094</b>

Example 1D above is a motor vehicle which is at a greater value than the current policy limit of \$66,331. This illustrates the flexibility of the motor vehicle allowance as senior employees now have the option to select any vehicle and are not restricted to the previous limits. (Note: the maximum allowance amount of \$26,000 is paid by the University with any short fall met by the employee.)

**Executive Motor Vehicle Allowance amount \$15,760**

**Example 2A - Vehicle \$41,524**

<b>Motor Vehicle Allowance - Employee Salary</b>	
<i>Details</i>	<i>Annual amounts</i>
Payroll Allowance annual amount	\$ 15,760
<i>Motor vehicle cost \$41,523.70 inc gst</i>	
<b>Less Total Salary Sacrifice Pre/Post-tax NLC Motor vehicle</b>	<b>15,362</b>
Pre tax contribution (Lease & Running costs)	7,448
Post tax Contribution (FBT - Statutory method)	7,913
<b>Favourable Difference</b>	<b>\$ 398</b>

### Example 2B - Vehicle \$34,450

<b>Motor Vehicle Allowance - Employee Salary</b>	
<i>Details</i>	<i>Annual amounts</i>
Payroll Allowance annual amount	\$ 15,760
<i>Motor vehicle cost \$34,450 inc gst</i>	
<b>Less Total Salary Sacrifice Pre/Post-tax NLC Motor vehicle</b>	<b>13,553</b>
Pre tax contribution (Lease & Running costs)	7,009
Post tax Contribution (FBT - Statutory method)	6,544
<b>Favourable Difference</b>	<b>\$ 2,208</b>

Note: any tax benefit from the salary sacrifice arrangement has been excluded from the above illustration due to varying individual circumstances. The leasing service provider estimates a fortnightly tax benefit of \$167 in Example 2B leasing arrangement. This would be in addition to the favourable difference of \$2,208 listed in the table. The University strongly recommends that Senior Executives and senior managers seek their own independent professional financial advice in relation to any taxation matters.

### Senior Manager Motor Vehicle 20% Contribution Allowance amount \$3,152

#### Example 3A - Vehicle \$41,524

<b>Motor Vehicle Allowance - Employee Salary</b>	
<i>Details</i>	<i>Annual amounts</i>
University 20% Contribution Allowance annual amount	\$ 3,152
Employee 80% Contribution	\$ 12,608
<i>Motor vehicle cost \$41,524 inc gst</i>	
<b>Less Total Salary Sacrifice Pre/Post-tax NLC Motor vehicle</b>	<b>15,362</b>
Pre tax contribution (Lease & Running costs)	7,448
Post tax Contribution (FBT - Statutory method)	7,913
<b>Favourable Difference</b>	<b>\$ 398</b>

(Allowance is calculated at 20% of the Executive Motor Vehicle Allowance amount of \$15,760)

A higher contribution percentage maybe negotiated based on the business kilometres travelled and verified by the use of a logbook. Example 3B below for a 50% contribution amount \$7,880.

**Example 3B- Vehicle \$41,524**

<b>Motor Vehicle Allowance - Employee Salary</b>	
<i>Details</i>	<i>Annual amounts</i>
<b>University 50% Contribution Allowance annual amount</b>	\$ 7,880
Employee 50% Contribution	\$ 7,880
<b>Motor vehicle cost \$41,524 inc gst</b>	
<b>Less Total Salary Sacrifice Pre/Post-tax NLC Motor vehicle</b>	<b>15,362</b>
Pre tax contribution (Lease & Running costs)	7,448
Post tax Contribution (FBT - Statutory method)	7,913
<b>Favourable Difference</b>	<b>\$ 398</b>

Note: the residual value has not been included in any of the above calculations

The examples above are for illustration purposes only. As every individual circumstance is different, lease quotes and more specific information requests should be referred to the Financial Accounting Team at [corpaccountants@cqu.edu.au](mailto:corpaccountants@cqu.edu.au).