



**Salary Packaging Meal Entertainment Mileage
Claim Form**

Name:
Payroll Number:
Phone Number:
Mobile Number:

Principles of Meal Entertainment Mileage Claims:

Employees claiming meal entertainment can claim mileage costs for travelling to and from the venue in their own vehicle (other than Novated lease vehicles) where the cost of the claim for mileage exceeds \$15.00 but does not exceed the cost of the meal.

Employees must complete this form, providing details of the km's travelled both to the venue and the return trip. Please attach this form to the corresponding meal entertainment claim.

The standard rate to be used when calculating a mileage claim is 28.2cents per kilometre.

Date:	Start:	Destination:	Klm's Travelled:
Date:	Finish:	Destination:	Klm's Travelled:
Date:	Start:	Destination:	Klm's Travelled:
Date:	Finish:	Destination:	Klm's Travelled:
Date:	Start:	Destination:	Klm's Travelled:
Date:	Finish:	Destination:	Klm's Travelled:

I certify that the details I have provided for the Meal Entertainment mileage claim meet the principles provided by the Employer.

Signature:

Date:



Meal Entertainment Reimbursement Form

Name:
Payroll Number:
Phone Number:

Principles of FBT Exempt:
Meal Entertainment is defined as the “provision of entertainment by way of food or drink”

Meal Entertainment Benefits:
It includes food and drink purchased at a restaurant or attendance at a social gathering or consumed with other forms of entertainment. The meals and drink (including those of guests with the eligible employee) do not have to be related.



I have attached receipts to the value of \$..... (Must exceed \$300)

Reimbursement Methods (please circle)

- Transfer to primary payroll account.
- Transfer to the account details below

Account Name:

BSB Number:

Account Number:





Details of Claim

Restaurant/ Facility	Invoice Date	Invoice Amount	Value Exceeds \$15 Y/N	Tax Invoice Supplied Y/N	Meals Major Component Y/N	>1 Meal Consumed Y/N

Declaration

I certify that all expenses claims detailed above were incurred and paid for by myself for provision of meal entertainment.

Signature:

Date:



**Meal Entertainment
Self Catered Function Declaration
For M.E. Card Holders**

Name: Payroll Number:
Phone:

Principles of FBT Exemption

- Meal Entertainment is defined as the "provision of entertainment by way of food or drink".

Principles of Self Catered Functions

- Self catered functions must be attended by more people than those who usually reside in the household.
- Receipts must give a complete picture of the meal provided. Your receipts should reflect the ingredients that a Chef would require to provide a similar meal.
- Food and beverages need to be purchased within two (2) weeks of the function.
- Only party type food and beverages are applicable for M.E. Card use. **Receipts will be void if household food or goods unrelated to the function are included.** Please do not include plastic ware, napery or cutlery.
- As a M.E. Card holder, we recommend you keep original itemised receipts together with a copy of this declaration and your monthly M.E. Card statement. The original of this Declaration, along with a photocopy of your monthly M.E. Card statement, should be forwarded to our office to provide additional coverage for audit purposes. Copies of your receipts are not required by our office.
- Receipts must be greater than \$15 per purchase
- A separate form for each self catered function must be completed.

Venue:.....
Purpose:
Date of Purchase/s:.....
Date of Function:.....
Number of people dining:.....
Total Amount Spent:.....

I declare that all purchases made on my Meal Entertainment Card will be for the provision of entertainment by the way of food / drink. I also acknowledge that I may be subject to an Audit as I am receiving a tax benefit.

Signature:
Date:

We recommend a photo copy of this form be provided to:
AIIM Financial Services. Phone: 02 60566900
PO Box 1026 Fax: 02 60561452
Wodonga, Vic 3690 Email: reception@aiim.com.au



**Meal Entertainment
Self catered function declaration
For reimbursement**

Name: Payroll Number:
Phone:

Principles of FBT Exemption

- Meal Entertainment is defined as the :provision of entertainment by way of food or drink”.

Principles of Self Catered Functions

- Self catered functions must be attended by more people than those who usually reside in the household.
- Receipts must give a complete picture of the meal provided. Your receipts should reflect the ingredients that a Chef would require to provide a similar meal.
- Attach a short summary of the meal/s consumed. EG. BBQ with salads, deserts, ect
- Please indicate if you have utilised pantry goods, garden vegetables, etc to cater for this meal.
- Food and beverages need to be purchased within two (2) weeks of the function. Alcoholic beverages are not to exceed the cost of the meal.
- Claims may only be made for party type food and beverages. **Receipts are void if household food or goods unrelated to the function are included.** Please do not include plastic wear, napery or cutlery.
- Original itemised receipts must be submitted with the claim. Photocopies, bank statements, credit card statements etc. are not acceptable.
- Receipts must be greater the \$15 per purchase. The total claim must be \$300 or greater.
- A separate form for each self catered function must be completed.

Venue:.....
Purpose:.....
Date of purchase/s:.....
Date of function:.....
Number of people dining: adults.....children.....
Total amount claimed:.....

Reimbursement Method (please circle)

- Transfer to primary payroll account
- Transfer to account details below

Account Name:
BSB Number:.....
Account Number:.....

I, Declare that all purchases made for Meal Entertainment will be for the provision of entertainment by the way of food/drink.

Signature.....

Date.....

I also acknowledge that I may be subject to an Audit as I am receiving a tax benefit.

Return Forms Via
AIIM Financial Services
PO Box 1026
Wodonga Vic 3690

Fax Number: 02 60 561452
Phone Number: 02 60566900
Email: reception@aiim.com.au