



Name:

Employer:

Payroll No:

Meal Entertainment – Claim Form

Total Amount of this Claim \$

Annual Budget: \$

Substantiation required:

- Credit Card Statement (card used solely for Meal Entertainment Expenses) **and**
- Proof of expenses and payment ie. Receipts detailing meals and including proof of payment.

Bank Account Details for Reimbursement by EFT only:

(meal entertainment bills must be paid by employee and subsequently reimbursed)

BSB: - (6 digits)

Account No:

Name of Account:

I declare the claim attached relates to meal entertainment allowance as per my employer's Salary Packaging Handbook and represents a meal at a restaurant, hotel, tavern or similar establishment for the purpose of entertainment. I also understand that SalPac may ignore an expense on the statement and reduce the reimbursement amount accordingly where the expenditure appears not to be meal entertainment. I also understand SalPac may need 5 working days from receipt of my claim for processing and that reimbursement will only be made by EFT to my personal account.

Employee Name *(print)*

Employee Signature

Date / /

Meal Entertainment

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