



Name:
Employer:
Payroll No:

**Meal Entertainment – Claim Form without credit card**

Meal Entertainment – No credit card	Total Amount of this Claim    \$		Annual Budget:    \$	
	<b>Substantiation required:</b>			
	<input checked="" type="checkbox"/> Proof of expenses and payment ie. Receipts detailing meals and including proof of payment.			
	<b>Bank Account Details for Reimbursement by EFT only:</b> <i>(meal entertainment bills must be paid by employee and subsequently reimbursed)</i>			
	BSB:                    -                    (6 digits)		Account No:	
	Name of Account:			
	I declare the claim attached relates to meal entertainment allowance as per the 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 and reduce the reimbursement amount accordingly where the expenditure appears not to be meal entertainment. I also understand SalPac may need 3 working days from receipt of my claim for processing and that reimbursement will only be made by EFT to my personal account.			
	Employee Name <i>(print)</i>			
	Employee Signature		Date    /    /	
	<b>Restaurant Name</b>	<b>Amount</b>	<b>Restaurant Name</b>	<b>Amount</b>

**If necessary, include further details on a separate page.**