





Meal Entertainment and Accommodation / Venue Hire Claim Form

- + Use this form if you wish to manually claim your meal entertainment benefit and accommodation/venue hire benefit by submitting receipts.
- + Did you know you can also submit your receipts using our online portal? Please contact our office for more information.

We'd love to hear from you

If you have a question about this form, or any of your salary packaging benefits:

-  1300 40 80 46
-  customersupport@salarypackagingplus.com.au
-  www.salarypackagingplus.com.au
-  PO Box 7066, Melbourne VIC 3004

Your details

Name	<input type="text"/>	Employer	<input type="text"/>
Payroll ID	<input type="text"/>	Date of birth	<input type="text" value="d"/> <input type="text" value="d"/> <input type="text" value="m"/> <input type="text" value="m"/> <input type="text" value="y"/> <input type="text" value="y"/> <input type="text" value="y"/> <input type="text" value="y"/>
Email	<input type="text"/>	Contact number	<input type="text"/>
Address	<input type="text"/>		

Salary packaging

You can salary package your meal entertainment and accommodation/venue hire expenses and submit receipts for reimbursement.

We will deposit the reimbursement directly to your nominated bank account on presentation of sufficient evidence.

Guideline for receipts

Please ensure your meal entertainment receipts are:

- + Itemised
- + For two or more main meals
- + Over \$15.00 (inc. GST)
- + For dine-in meals only - receipts marked 'take away' or 'drive-thru' will not be accepted

Claim details

I authorise SalaryPackagingPLUS to reimburse these claims over:

- pay periods **OR**
- From my meal entertainment/accommodation and venue hire fund
I don't have a meal entertainment fund, please set up ongoing deduction of per pay cycle **OR**
- From the balance of funds on my Meal Entertainment Card

Home function/self-catering claims

Home functions are special occasions catered for by yourself at your home or other venue.

You must provide original, itemised receipts. The receipts must contain only food and drink for the specified event and not be older than 14 days prior to the function. Guests attending must include people outside your normal household.

Date of function Number of guests attending not part of usual household

Reason for function

Item	Date of Receipt	Amount	Evidence Attached
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Use my existing bank account

OR

Account Name

BSB Number

Account Number

Declaration

I declare the following:

- I am eligible to participate in my employer's salary packaging program
- I have read and agree to the terms and conditions of salary packaging as set by my employer and [SalaryPackagingPLUS](#)
- I authorise payroll deductions to enable payment of the above meal entertainment expenses and administration fee
- I understand that benefit payments can only be made following deduction from my salary, and that non payment of salary will result in non payment of the benefit if there is insufficient balance in my salary packaging account
- I acknowledge that it is my responsibility to confirm what effect, if any, this salary packaging will have on any government payments I receive or are required to make
- I acknowledge that salary packaging may result in a reportable fringe benefit on my annual payment summary or income statement
- I acknowledge the information provided by SalaryPackagingPLUS does not constitute financial or taxation advice
- The above expenses have been paid for by myself and have not been reimbursed by my employer or any other party
- I have not already paid for the above expenses with my Meal Entertainment or Living Expense card
- I have not and will not claim the above expenses as a tax deduction
- The information provided in this form is true and correct to the best of my knowledge
- I have read and agree to the Privacy Policy which can be found at <https://www.leaseplusgroup.com.au/privacy>

Signed Date