



Corporate Credit Card Entertainment Expense Declaration

*Note: - GST cannot be claimed for Entertainment Expenses of External Persons. (ie. Non-Staff)
Non-Staff include customer, client, student. Staff include associates ie. partners, children.*

CARDHOLDER NAME: _____

DATE OF EXPENSE: _____ / _____ / _____

PURPOSE: _____

Name and Organisation of External Guests (Please list) **Code to 6905

Names of Staff Participating (Please list) **Code to 6906

CALCULATIONS:-

Total Amount Paid	\$	(including GST)
Less Meal with Accommodation Costs	\$	(Usually coded to 6911)
	\$	SUB TOTAL (Including GST)
Total Number in Attendance		Including partners (less those staying overnight)
Price Per Person	\$	(Divide Sub Total Amount by number of Persons)

1	2	3	4	5	6
Type of Persons Attending	No Persons	Amount (Incl. GST) \$	GST \$	Amount against Account	GL Account Segment
External <small>(including customer, client, student)</small>		<small>(Multiply column 2 by Price per Person)</small>	<small>*Divide Amount by 11</small>	<small>(Same amount as column 3)</small>	<small>(Spreadsheet Code)</small> 6905
Staff <small>(including partners, children)</small>		<small>(Multiply column 2 by Price per person)</small>	<small>*Divide Amount by 11</small>	<small>(Amount Less GST)</small>	<small>(Spreadsheet Code)</small> 6906

Entering Amounts in Spreadsheet: -

- If no accommodation use two lines, if there is accommodation enter following 1st then enter accommodation component in following lines
- 1st line – *External Persons*: enter the amount in column 3 into the *Total Price* column on spreadsheet enter 6905 in column 6 into Account column on spreadsheet
- 2nd line – *University Staff*: enter the amount in column 3 into the *Total Price* column on spreadsheet enter 6906 in column 6 into Account column on spreadsheet

Authorising Signature: _____ **Username:** _____
