Apr 2007

CATERING EXPENSE REIMBURSEMENT VOUCHER

Name of Claimant: ..... **Username:** .....

Faculty/Division: ..... **Ext:** .....

Business Purpose or Activity: ..... **Date:** / /

** NOTE: Entertainment expenses must be claimed using the Entertainment Expense Reimbursement Voucher.*

*** NOTE: Other business related expenses must be claimed using the Staff Expense Reimbursement Voucher.*

DETAIL OF EXPENSES INCURRED

(Receipts to be attached)

	Amount (excl GST)		GST		Total (incl GST)	
Total expenses incurred						
			Total Expenses to be Reimbursed			

DETAILS OF PERSONS IN ATTENDANCE

Number of Staff and Guests: .....

*STAFF and EXTERNAL GUESTS e.g. customers, clients and students **Code to 6901*

Names of participating Staff (Please list) .....

.....

.....

Number of Staff Associates: .....

*STAFF ASSOCIATES e.g. partners and children **Code to 6906*

Names of participating Staff Associates (Please list) .....

.....

.....

Signature of Claimant: (certified as business expenses) .....

Signature of Approver: ..... **Username:** .....

ACCOUNT CODES to be debited

BC	Activity	Account	FS	Entity		AMOUNT (excl GST)
						:
						:
						:
						:
8001	80011	2815	71	01	GST	:

FBSD SECTION

Processed by: ..... **Authorised by:** ..... **Cheque No:** .....