Apr 2007

# ENTERTAINMENT EXPENSE REIMBURSEMENT VOUCHER

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

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

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

** NOTE: Catering expenses must be claimed using the Catering 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 External Guests:** .....

*EXTERNAL GUESTS e.g. customers, clients and students **Code to 6905*

**External Guests names and Organisation (Please list)** .....

.....

.....

**Number of Staff and Associates:** .....

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

**Names of participating Staff and 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:** .....