

ENTERTAINMENT EXPENDITURE FORM

Purpose of Form: To assist the University determine the FBT (Fringe Benefits Tax) treatment of meal/entertainment expenditure and to calculate the taxable value of the benefit. This form is to be attached to every payment processed for meals/beverages and entertainment purchases.

Function Description (Please tick one)

- Conference
- Training Seminar / Workshop
- Christmas Party
- Incidental to the Entertaining of Non Employees
- Special Achievement Event
- Graduation/Award Ceremony
- Other – Please Specify _____

Additional details regarding the function (i.e. main purpose)

Date of the function _____

Cost of the function (including GST) \$ _____

Location of the function _____

Supplier / Vender _____

Was the function held on University premises? Yes No

Was alcohol served? Yes No

Was a meal or light refreshment provided? Meal Light Refreshment

Was the event more than 4 hours in duration excluding breaks? Yes No

Were attendees required to stay overnight? Yes No

Coding if FBT applies:

Total Number of Attendees: _____	Total Invoice Cost:: _____
No. of Employees, Family Members & Friends _____	No. of Non–Employees and Students _____
FBT Amount _____	Non FBT Amount _____ GST Inc.
Account code 2786/2788 - GST is claimable	Account code 2787/2789 - GST is not claimable

Contact Person

Name: _____ Signed: _____

Position: _____ Date: _____

Finance & Procurement use only	
Voucher Id: _____	FBT Payable: <input type="checkbox"/> Yes <input type="checkbox"/> No
Signed: _____	Date: _____