



SECTION 1: STAFF MEMBER TO COMPLETE

BU Contact Details (person to whom queries can be addressed)

Prepared By: BU Name: Ph:

Purchase Details

Name of Supplier:

Location (eg. Sydney): Use acct 616 for meals whilst travelling overnight - no form req'd

Date of Purchase: / / Total Number of Attendees:

Total Cost (incl. GST): \$ - Total University Staff*:
NB. Employee contributions cannot reduce the value of the benefit * includes family or friends of an employee

Meal Entertainment Details

Details: Morning/Afternoon Tea *eg. tea/coffee/cake or fingerfood* } Use acct 615 and form not required if:
 Light Meal *eg. basic sandwiches, fruit platter* } - light meal (morning/afternoon tea, sandwiches)
 Substantial Meal *eg. sit down plated meal* } - no alcohol consumed, not social in nature

Alcohol: Alcohol Consumed No Alcohol Consumed Provided by Staff

Location: On Campus Off Campus Travelling Overnight (use acct 615-no form req'd)

Purpose: Business Meeting Social/Sundowner Other
 Seminar or Training (please provide details below)

Comments:

Seminar Details

Purpose: UWA Business Non-UWA Business Continuing Professional Development (CPD)

Topic:

Duration: Days Hours UWA Ticketed Event: Yes No

Coding Details

Your Ref: BU: PG:

SECTION 2: AUTHORISATION

To be authorised by a 5B delegate or higher

Name: Signature:

Position: Phone #:

Band Level: BU: MBDP: Date: / /

SECTION 3: TAX ASSESSMENT

To be completed by FS Tax staff only

FBT Applicable: Yes No GST Add Back: Yes No

If No, Reason: In-House Minor Light Seminar Other

ER/Jnl/Vchr Ref #: Assessed By: