Meal Entertainment / Holiday Accommodation Claim Form

Use this form to claim reimbursements for your meal entertainment (dining), holiday accommodation or venue hire expenses. For more information, please refer to our fact sheet and video at gosalary.com.au. You can apply by completing the form below, or an easier and faster way is:

Online at **gosalary.com.au**

Member details

Name

Employer

Employee ID

Go Salary Member No.

__ __ __ __ __

Payment – Please pay my claim over the following number of pay periods (Please tick one – Important)

☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ other Please specify _____

Expenses

Complete the table below. Attach **copies** of documents (do not send originals).

Name of restaurant, café, bistro, hotel, motel, venue etc.	Date paid (in date order)	Amount A$ (incl. GST)
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	Total	$

Payment – Ready to go?

Do we have your bank account ? If not, please complete below. Or, please pay to a different account:

Bank	Account Name	BSB (must be 6 digits)	Account Number (max. 9 digits)	Ref.
		__ __ __ __ __ __	__ __ __ __ __ __ __ __ __	

Taxation Declaration – please read and sign

I declare that I have read and understand and complied with the conditions for this claim. Further, I declare:

- The **Tax Invoices** attached are copies of original documents which I will hold for audit purposes;
- I and/or family members in my household participated in the meals and/or accommodation, which was paid for by us; and
- The receipts attached have not been and will not be used by any other person for a claim.

Member's signature

Date / /