Finance Unit FS71 ENTERTAINMENT EXPENDITURE FORM. This form is not necessary if using ProMaster to process a Credit Card or Staff Reimbursement. Please complete a separate form for each occasion and attach to invoices prior to submitting to Accounts Payable Description OF INVOICE NUMBER OF ATTENDEES Venue No of Staff & Associates Date No of Non Staff Occasion/ Total No of purpose of this Total No of invoice Cost per Attendee Cost of invoice Morning/Afternoon Tea or light meal held on Uni premises. Any alcohol served must form no more than an incidental part of the function - Please code to Item Code 2970. SECTION 1 Meals off premises & Social Functions. Any meals held off University premises (unless travelling overnight) or on-premises where nature of event is social/entertainment. includes any function where alcohol forms more than an incidental part. Please code amount relating to University staff and associates to 2971 and code amount relating to non university staff to 2972. Aroma cafes are considered to be off Uni premises. SECTION 3 Rentertainment**. This includes events such as Kartmania, skirmish or AFL football matches. Please code amount relating to University premises only where the dominant purpose is not to promote University business. Examples include planning days and retreats. Please code to 2973. SECTION 4 Seminars & Trainings > 4 hours. A public seminar or conference or training (on premises with a sit down meei) where	U	INIVERSITY OF SOL	JTH AUSTRALIA				
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(B) List the name(s) of staff or staff associates attending

Associates of employees is widely defined and includes spouses, children and relatives and related companies partnerships or trust

(Alternatively a list on a separate document may be attached)

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*An associate staff member includes spouses, partners and family members.

**Recreational Entertainment is a Reportable Fringe Benefit and may need to be reported on staff payment summaries. More information is available here:

http://www.ato.gov.au/individuals/content.asp?doc=/content/68.htm

Additional guidance is available here:

http://www.unisa.edu.au/fin/tax/fbt/091109_entertainment_classification.doc