



Do not staple

Meal / Dining Expenses – Provide Proof of Expenses every 2-3 months

Send completed form to Advantage Salary Packaging

Fax 03 9822 7455

Scan info@salary.com.au

www.salary.com.au

Name _____ (print) Employer _____

Package Number _____ (important) Email _____

Instructions – Complete all 3 steps

- 1. Copy your dining / meal invoices & receipts onto an A4 sheet. Fax or scan receipts. Must be 100% legible.
2. Each receipt must be for at least \$20 to ensure the Tax Office is satisfied it is a 'dine-in meal for 2'.
3. List each receipt or payment (in date order). Total the value of all expenses. Use a 2nd form if necessary.



Warning – if you do not provide regular proof of meal expenses, the benefit will be suspended.


Table with 3 columns: In Date Order, Name of restaurant, café, bistro, pub, caterer etc. (copy invoice), Amount if > \$20 only. Includes a row for 'MEAL CARD' instructions.

Total \$ _____

Meal / Dining Expenses – What can I claim ?

ONLY CLAIM MEAL EXPENSES WHEN YOU ARE GOING OUT FOR A DINE-IN MEAL.

<p>What can I claim ?</p> <p>See table below</p>	<p>A dine-in meal at a restaurant, café, bistro, pub, club – wherever a dine-in meal is provided. No take-away.</p> <p>Only claim meal expenses paid by you or a family member <i>in your</i> household.</p>
<p>Proof of meal expense ?</p> <p>ATO Requirement</p> 	<p>Yes. A Tax Invoice, receipt or credit card statement. Send us copies. Please keep original receipts / invoices for 5 years in the event of a tax audit.</p> <p>Please do NOT include invoices / receipts provided by friends, nor family members not living in your household. That is, do not 'harvest' receipts.</p> <p>Failure to provide receipts means the benefit will be suspended.</p>
<p>The paperless option is ...</p> 	<p>The Advantage Meal Card. Visit www.salary.com.au for a form. It's easy.</p> <p>Your money is deposited onto the Card each pay. The Card is accepted at all restaurants, cafes etc , wherever Visa is accepted. You may also use the Card overseas (PIN required). A SMS will confirm the balance each pay.</p>
<p>Why claim your dining ?</p>	<p>This is extra tax free earnings. It may be claimed 'on top of' the limit (\$16,050 or \$9,095). Also, the benefit is NOT reported. This will assist you with any government income tests – HELP, Centrelink, child support, Medicare Levy.</p>
<p>How do I claim ?</p>	<p>If using the paperless Advantage Meal Card, simply nominate an amount per pay (eg. \$100), and this will be deposited onto the Card. The money is deducted from your pay pre-tax. Visit www.salary.com.au for information.</p> <p>If using receipts, tell us the annual value of receipts you will provide. For example. \$200 a fortnight is \$5,200 a year. We will use the figure nominated.</p>

<p>Expenses Allowed (> \$20) 😊</p>	<p>Expenses <u>NOT</u> Allowed ☹️ STOP !</p>
<p>Meal when you dine-in at a café, restaurant, pub, club, bistro. Meal must be a <i>social</i> gathering = 2+ people.</p> 	<p>Take-away meals, lunch (eg. sandwich), snacks – these are merely 'sustenance' according to Tax Office.</p> 
<p>Meal and drinks (alcohol allowed) when you dine in at a café, restaurant, bistro etc. No 'drinks only'.</p>	<p>Coffee, coffee & cake (morning tea), drinks only, bottle shop purchases (refreshments are <u>not</u> meals).</p>
<p>Catered Functions (eg. 21st, wedding) – food and drink only. <u>Not</u> music / bands, photographers etc.</p>	<p>Food and drink at football, concerts, movies, theme parks etc. These are NOT dine-in meals.</p>
<p>Dine-in meals whilst on holidays as per above.</p>	<p>Groceries for a party – all supermarket purchases.</p>