

## TAX INVOICE

NOTE: All relevant sections are to be completed in full. Expense claims must be submitted within 30 days of attendance at a meeting. An ABN must be included if claiming GST otherwise tax will be withheld at 46.5% on relevant items. Individuals without an ABN may claim actual expenses. Accommodation and airfares should be approved by AHA and arranged through Corporate traveller where possible or reimbursement may not be guaranteed. Copies of tax receipts must be attached for substantiation purposes.

<b>Name of Attendee:</b> _____	<b>Address:</b> _____									
<b>Event/Meeting Title:</b> _____	_____									
<b>Date of Meeting:</b> _____	_____									
<b>AHA Contact:</b> _____	<b>Mobile #:</b> _____									
Geraldine Wickham / Narelle Jones										
<b>Name of Payee:</b> _____	<b>Email:</b> _____									
(if different)										
_____										
_____										
<b>ABN:</b> _____	<table border="1"> <tr> <td><b>Direct Deposit Information</b></td> <td>Account Name:</td> <td></td> </tr> <tr> <td></td> <td>BSB no:</td> <td></td> </tr> <tr> <td></td> <td>Account no:</td> <td></td> </tr> </table>	<b>Direct Deposit Information</b>	Account Name:			BSB no:			Account no:	
<b>Direct Deposit Information</b>	Account Name:									
	BSB no:									
	Account no:									

The following expenses are being claimed from Animal Health Australia (ABN 86 071 890 956).

Incidental expenses: (meals, parking, taxi etc)	
Airfares (refer to travel policy)	
Meals	
Transport from and to airport	
Taxi / Uber / Parking	
Accommodation (refer to travel policy)	
<b>Total (including GST)</b>	<b>\$</b>

Car expenses:
Total Km's travelled _____ @ \$0.88 per km
<b>Total Car Expense Claim \$</b>

\* Please email your claim and receipts to [nbrt@animalhealthaustralia.com.au](mailto:nbrt@animalhealthaustralia.com.au) for processing.

## OFFICE USE ONLY

	ACTUAL COST (including GST)	Account	Cost Centre	
Airfares		722 100		Authorised: _____
Meals / accommodation		722 100		Dated: _____
Incidentals (as above)		722 100		Payment No: _____
Car expense (as above)		722 100		
<b>Total Claim (\$)</b>				