

**MEAL ALLOWANCE CLAIM
UNIVERSITY RELATED TRAVEL - NOT EXTENDING OVERNIGHT (Staff only)**



Payment Conditions

Lunch: \$18.20 Departure before 6.30 a.m. and return after 1.30 p.m.
Lunch & Dinner: \$31.45 Departure before 11.30 a.m. and return after 6.30 p.m.

Meal allowances are not payable where a meal is provided in conjunction with the travel

Payment will be made via the fortnightly payroll: PAYG taxation will apply.

**Authorised claim form
to be sent to appropriate
HR staff for processing**

EMPLOYEE NUMBER:

NAME:

SCHOOL/FACULTY:

Claim Details

<u>Date</u>	<u>Departure time</u>	<u>Return Time</u>	<u>Meal Type</u>	<u>GL Account</u>	<u>Reference</u>	<u>Amount Claimed</u>

Total Claimed: \$

CLAIMANT'S CERTIFICATE: The above allowance/s are claimed and were incurred exclusively in respect of duties undertaken in discharging my University responsibilities

Claimant's Signature: _____ **Date:** _____

Financial Delegate: _____ **Date:** _____

Entered Aurion by: _____ Date: _____ Approved By: _____ Date: _____

Aurion Code TRMEAL