

**COMPANY EXPENSES**

BETWEEN

[Registered Company Name] (the Employer)

AND

[Employee Name & Surname] (the Employee)

**Guidelines for Expenses incurred when away from home overnight.**

From time to time it is necessary for you to be away from home overnight. We would like to apply the following guidelines for everyone.

**Nights away**

Dinner - on nights away

Breakfast – on consecutive days away

Lunch – on consecutive days away

**Breakfast** to the value of $25.00 per person

**Lunch** to the value of $15.00 per person

**Dinner** to the value of $50.00 per person

**Refreshments** per day to the value of $10.00 per person (Fruit juices, water i.e. Non-alcoholic beverages)

**The Company will not cover the expenditure of any alcohol purchased.**

Please ensure that you have a receipt for your purchases as this is required for GST purposes. The Visa receipt is only acknowledgement that the transaction has been processed.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Role: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_