

EXPENSE CLAIM FORM

Please send completed form to payroll@dialog.com.au

Original tax invoices must be supplied

All salary sacrifice claims must include a declaration & be marked as 'Salary Sacrifice' in the description

Claims will be paid in the wages pay run as well as on the last day of the month. Forms are to be received at least 2 business days prior

* Denotes required field. Forms that do not provide this information will be rejected.

*Name:		*Employee ID No:		*Company:	
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Details of expenditure (Claims that are to be salary sacrificed do not require a PR/job no.):

*Date	*Description of expenditure	*Purchase Req. No	*Job No.	*Rechargeable	*Amount (inc GST)	For client entertainment	
						# of Staff	# of Client
TOTAL							

EMPLOYEE DECLARATION: I hereby declare that this claim for reimbursement is for costs incurred by me and have attached all receipts, tax declarations and original documents. I further declare that 100% of these costs were incurred for business purposes and I will not be claiming these costs in my personal tax return. SIGNED: _____ Date: _____	MANAGERS APPROVAL: Manager's Name: _____ Manager's signature: _____	PAYROLL USE ONLY: <input type="checkbox"/> ANEXP _____ <input type="checkbox"/> DGSS _____ <input type="checkbox"/> DGPC _____ <input type="checkbox"/> OTHER _____
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