

Meal Entertainment Factsheet

Definition

The Meal Entertainment benefit allows you to pay for your dine-in meals at any café or restaurant in pre-tax dollars in addition to capped limit benefits.

The following expenses qualify for this:

- Any dine-in meals for two or more people at restaurants, cafés, bistros, clubs or pubs in Australia or overseas.
- Catering costs for events where the sole or predominant purpose of the event is the consumption of food and drink. For example, a wedding reception, birthday or engagement party.
- Home function costs for a social event as described above (original receipts must be supplied).

Is There A Limit?

Yes. A combined annual limit of \$2650 applies for the meal entertainment benefit.

This benefit is reportable and the grossed-up value will appear on your Payment Summary.

Benefit Does Not Include

The following expenses do not qualify as meal entertainment:

- Groceries and supermarket expenses
- Bottle shops
- Dine-in meals that only include one person.
- Light refreshments, such as a chocolate bar, bag of chips, coffee and cake (claims made under \$15)
- Take-away or drive-thru meals
- Beverages alone, such as alcohol or coffee
- Entertainment items, such as theatre or movie tickets
- Receipts before your employment commenced with NSW Health or older than 12 months before you started Salary Packaging.

Evidence Required

Tax invoices that meet the definition of the meal entertainment benefit are required for all claims.

The tax invoice must show:

- The date
- Business name and ABN
- Itemised list of meals

EFTPOS transaction receipts will not be accepted and foreign invoices must be in English and accompany a credit card statement showing the purchase in Australian dollars.

The meal entertainment expense must be paid for by yourself and you cannot claim expenses which have already been reimbursed by your employer or other third parties.

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Claiming Procedure

A) Apply for a Westpac Card (selecting the Meal Entertainment Benefit).

The Westpac Card is a great option if you don't want to collect receipts and complete claim forms. Just choose the amount you want paid onto the card in each pay-day and then use the card to pay for your meals.

Visit our website for more information on how to apply for the Westpac Card.

OR

B) Collect your receipts and complete a manual claim.

- Visit our website to download and complete a **Meal Entertainment Claim Form**.
- You can send your claim (and receipts) to our office via email, fax or post.
- Electronic receipts are acceptable unless you are submitting a home function claim.

It is necessary to confirm that you acknowledge the compliance requirements of the meal entertainment benefit as per NSW Health policy.

Your claim cannot be processed if you do not sign the declaration or fail to complete the form in full.

OR

C) Set up a regular deduction to your meal entertainment fund.

You can use our easy online app to claim your receipts as you go.

Visit our website to download the **Employee Benefits Application Form** to set up your regular deduction.

If you have further questions about the Meal Entertainment benefit or any other salary packaging benefits, please contact our office at nswhealth@salarypackagingplus.com.au or 1300 40 25 23