

REPORTING & TAX IMPLICATIONS ON MEAL, TRAVEL, GIFTS AND ENTERTAINMENT EXPENSES

Type	Description	Paid Via	STP Reporting	PAYG	SG	WC	PT	FBT	Income Tax	GST
MEALS										
Meal Allowance - Ordinary Hours	Allowance paid by the employer to cover for lunch consumed outside the workplace	PR	Other Allow. (OD) - Non Deductible (ND)	YES	YES	YES	YES	NO	YES	NO
Meal Allowance - Overtime Paid at the ATO annual threshold	Allowance paid by the Award when the employee works more than a certain number of hours of Overtime	PR	Not Reportable	NO	NO	NO	YES	NO	YES	NO
Meal Allowance - Overtime Paid above the ATO annual threshold		PR	Meal Allowance (MD)	YES	YES	YES	YES	NO	YES	NO
Meal Allowance - Overnight Paid at the ATO reasonable amount	Allowance paid when employees travel for an overnight stay (or intention to stay overnight). The ATO publishes reasonable daily allowances by capital city, regional centres and other countries.	AP/PR2	Not Reportable	NO	NO	NO	YES ¹	NO	YES	NO
Meal Allowance - Overnight Paid above the ATO reasonable amount		PR	Travel Allowance (RD)	YES	YES	YES	YES ¹	NO	YES	NO
Meal Reimbursements - Overnight Travel	Reimbursement of meals purchased by the employee when working away from place of residence.	AP/PR2	Not Reportable	NO	NO	NO	NO	NO	YES	YES
Living Away From Home Allowance (LAFHA)	Allowance paid for an employee who has to move temporarily away from their place of residence.	AP/PR2	Not Reportable	NO	NO	NO	NO	YES	YES	NO
Meals Paid - Workshops/Conferences	Meals an employer purchases/caters for their employees (and/or customers) for meetings, workshops, conferences etc	AP	N/A	N/A	N/A	N/A	N/A	N/A	YES	YES ³
Meals Paid - Recreational Events	<i>REFER TO ENTERTAINMENT SECTION</i>									
FLIGHTS & ACCOMMODATION										
Direct Purchase (work purposes) - Accommodation (Australia)	Accommodation an employer pays for an employee who works away from home	AP	N/A	N/A	N/A	N/A	N/A	N/A	YES	YES
Direct Purchase (work purposes) - Accommodation (Overseas)	Accommodation an employer pays for an employee who is sent to work overseas	AP	N/A	N/A	N/A	N/A	N/A	N/A	YES	NO
Accom. Daily Allowance (Australia) Paid at the ATO reasonable amount	Allowance paid when employees travel for an overnight stay (or intention to stay overnight). The ATO publishes reasonable daily allowances by Australian capital cities and regional centres.	AP/PR2	Not Reportable	NO	NO	NO	YES ¹	NO	YES	NO
Accom. Daily Allowance (Australia) Paid above the ATO reasonable amount		PR	Travel Allowance (RD)	YES	YES	YES	YES ¹	NO	YES	NO
Accom. Daily Allowance (Overseas)		PR	Other Allow. (OD) - General (G1)	YES	NO	YES	YES	NO	YES	NO
Direct Purchase - Flights (Australia)	Flights an employer pays for an employee who works away from home	AP	N/A	N/A	N/A	N/A	N/A	N/A	YES	YES
Direct Purchase - Flights (Overseas)	Flights an employer pays for an employee who is sent to work overseas	AP	N/A	N/A	N/A	N/A	N/A	N/A	YES	NO

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Direct Purchase Flights/Accom. Workshops/Conferences (Australia)	<i>Flights/Accom. an employer purchases/cateters for their employees (and/or customers) for meetings, workshops, conferences either in Australia or overseas.</i>	AP	N/A	N/A	N/A	N/A	N/A	N/A	YES	YES ³
Direct Purchase Flights/Accom. Workshops/Conferences (Overseas)		AP	N/A	N/A	N/A	N/A	N/A	N/A	YES	NO
Direct Purchase Flights/Accom. Recreational Events	<i>REFER TO ENTERTAINMENT SECTION</i>									
GIFTS										
Standard Gifs - Customers/Suppliers	<i>Gifts (hampers, perfume, bags etc) purchase for customers or suppliers.</i>	AP	N/A	N/A	N/A	N/A	N/A	N/A	YES	YES ³
Standard Gifts - Employees/Assoc. Up to \$300 (GST inclusive)*	<i>Gifts (hampers, perfume, bags etc) purchase for employees or associates.</i>	AP	N/A	N/A	N/A	N/A	N/A	NO	YES	YES ³
Standard Gifts - Employees/Assoc. Above \$300 (GST inclusive)*		AP	N/A	N/A	N/A	N/A	N/A	YES	YES	YES ³
Marketing Gifts	<i>Branded gifts (stationery, bags etc) purchased for anyone.</i>	AP	N/A	N/A	N/A	N/A	N/A	N/A	YES	YES ³
Entertainment Gifts - Customers/Suppliers	<i>REFER TO ENTERTAINMENT SECTION</i>									
Entertainment Gifts - Employees/Associates	<i>REFER TO ENTERTAINMENT SECTION</i>									
ENTERTAINMENT										
Parties/Lunches/Dinners - Customers/Suppliers	<i>Parties/Lunches or dinners organised for customers and/or suppliers</i>	AP	N/A	N/A	N/A	N/A	N/A	N/A	NO	NO
Entertainment Gifts - Customers/Suppliers	<i>Gifts of entertainment nature (movie or sporting event tickets, flights etc) purchased for customers or suppliers</i>	AP	N/A	N/A	N/A	N/A	N/A	N/A	NO	NO
Direct Purchase Flights/Accom. Recreational Events Cust./Suppliers	<i>Flights and/or Accomodation purchased for a customer/suppliers to attend a social function</i>	AP	N/A	N/A	N/A	N/A	N/A	N/A	NO	NO
Parties - Employees only On Office Premises during work time	<i>Parties/Lunches or dinners organised for employees only at the office during work</i>	AP	N/A	N/A	N/A	N/A	N/A	NO	YES	YES
Parties/Lunches/Dinners - Employees/Associates Outside Office Premises and/or after hours and up to \$300 per person (GST inc.)*	<i>Parties/Lunches or dinners organised for employees and associates. Note: where customer and suppliers are also invited a headcount is required.</i>	AP	N/A	N/A	N/A	N/A	N/A	NO	NO	NO
Parties/Lunches/Dinners - Employees/Associates Outside Office Premises and/or after hours and above \$300 per person (GST inc)*	<i>Parties/Lunches or dinners organised for employees and associates. Note: where customer and suppliers are also invited a headcount is required or the cost can split 50/50.</i>	AP	N/A	N/A	N/A	N/A	N/A	YES	NO	NO

Type	Description	Paid Via	STP Reporting	PAYG	SG	WC	PT	FBT	Income Tax	GST
Entertainment Gifts - Employees/Assoc. Up to \$300 (GST inclusive)*	<i>Gifts of entertainment nature (movie or sporting event tickets, flights etc) purchased for employees and associates.</i>	AP	N/A	N/A	N/A	N/A	N/A	NO	NO	NO
Entertainment Gifts - Employees/Assoc. Above \$300 (GST inclusive)*		AP	N/A	N/A	N/A	N/A	N/A	YES	NO	NO
Direct Purchase Flights/Accom. Recreational Events Empl/Assoc. Up to \$300 (GST inclusive)*	<i>Flights and/or Accomodation purchased for a employees/associates to attend a social function</i>	AP	N/A	N/A	N/A	N/A	N/A	NO	NO	NO
Direct Purchase Flights/Accom. Recreational Events Empl/Assoc. Above \$300 (GST inclusive)*		AP	N/A	N/A	N/A	N/A	N/A	YES	NO	NO

NOTES

* \$300 FBT Minor value exemption applies per head, per instance. Providing the benefit is infrequent and irregular (the ATO exempts birthdays, holidays and anniversaries from "frequent events")

1. The amount declared for Payroll Tax for daily accommodation, meals and incidental is the difference between the rate applicable to the the location where the employee travelled and the rate applicable to Hobart.

2. When paid through Payroll this must be processed as an employee expense reimbursement, not wages and salaries.

3. Standard GST ruling applies. GST is claimed providing the item purchased has GST and/or the Supplier selling the item is registered for GST.