

Please refer to the Venue Hire / Holiday Employee Guide for full conditions of this service before submitting a claim

For your claim to be approved you **must** supply Benefits@Mercy with the **Tax Invoice** showing that the accommodation has been **paid in full** before this claim can be processed. For each claim, specify the amount on the invoice that was spent on accommodation/venue hire.

If you are not currently participating in the Meal Entertainment benefit, you will need to complete the Meal Entertainment Application form and submit this with your first Venue Hire/Holiday Accommodation Claim.

EMPLOYEE DECLARATION			
I declare that I have read, understood and complied with the terms and conditions of my employer's Salary Packaging Program and the Benefits@Mercy reimbursement terms and conditions (see Mercy Health Intranet for full details).			
Employee Name:		Employee No:	
Employee Signature:		Date:	
HOW DO YOU WANT YOUR CLAIM TO BE PROCESSED?			
Processing Deduction: 4% of the total claim approved will be deducted from your selected method of processing. An annual set-up deduction of \$40.00 is deducted on commencement of this service for non Meal Entertainment customers.			
Option 1:	Processed in my Meal Entertainment account (only available to employees with a current Meal Entertainment account)	<input type="checkbox"/> Yes (tick box)	
Option 2:	From additional funds deducted via Payroll (specify how many pay periods you wish to divide the deductions over)	<input type="checkbox"/> Deducted over _____ pay periods	
VENUE HIRE / HOLIDAY ACCOMMODATION CLAIMS			

International claims must specify the country of issue & currency for each expense. A Statutory Declaration is required for invoices in a language other than English.

CLAIM 1	Venue Name					Office Use Only
	Invoice Date		Currency Type		Total \$	
CLAIM 2	Venue Name					Office Use Only
	Invoice Date		Currency Type		Total \$	
CLAIM 3	Venue Name					Office Use Only
	Invoice Date		Currency Type		Total \$	
CLAIM 4	Venue Name					Office Use Only
	Invoice Date		Currency Type		Total \$	
CLAIM 5	Venue Name					Office Use Only
	Invoice Date		Currency Type		Total \$	
CLAIM 6	Venue Name					Office Use Only
	Invoice Date		Currency Type		Total \$	

Benefits@Mercy
Venue Hire Claim Instructions

POST Benefits@Mercy
Level 2/12 Shelley St
Richmond VIC 3121
PHONE 03 8416 7754
FAX 03 8416 7756
EMAIL benefits@mercy.com.au

Venue Hire / Holiday Accommodation items can only be claimed once, either through Threshold Benefit or the Venue Hire / Holiday Accommodation Benefit.

Benefits@Mercy must hold the tax invoice showing a zero balance before this can be processed. Where possible the Tax Invoice must be itemised to isolate the eligible accommodation and meal costs. Deposits cannot be claimed in isolation.

There is no restriction to the number of Tax Invoices that are submitted on each claim form. To the total cost of having your claim processed is 4% of the approved total for your claim. This is regardless of how many claims you submit.

WHAT CAN BE CLAIMED?

All Venue Hire claim expenses must be less than 12 months old from the date the claim is submitted to Benefits@Mercy.

The hire costs associated with either (a) hiring a facility to host a party; or (b) holiday accommodation will qualify.

- ✓ Hire of Hotel Room/s
- ✓ Hire of Motel Room/s
- ✓ Serviced Apartment
- ✓ Cabin or Caravan
- ✓ Marquee Hire
- ✓ Bed & Breakfast
- ✓ Sleeper Cabin (on cruise or train)
- ✓ Rental of Holiday House

Venue Hire / Holiday Accommodation claims will be limited to suppliers who hold an ABN and have issued the employee with a tax invoice in the employee's name. Your venue hire purchase can be claimed where the employee had the exclusive use of the facility for the time you paid to hire it.

WHAT IS EXCLUDED?

- * Purchase of Holiday House or Timeshare
- * Incidental costs such as room service, dry-cleaning, movie hire, etc
- * Golf or other memberships
- * Hot Air Balloon
- * School Camps
- * Helicopter Flights
- * Accommodation whilst on conferences - this could be claimed as work related on your personal tax return
- * Tax invoices that have been altered in any way
- * Airfares
- * Taxi/Limousine Fares
- * Jet skis/bikes/motorcycles
- * Tours or cruises that do not include sleeper cabins

PROCESSING YOUR CLAIM

- The venue hire / holiday accommodation expense will be reimbursed using funds accumulated in your meal entertainment account.
- If the employee does not have a Meal Entertainment balance sufficient to reimburse the claim in full, the remainder of the claim will be reimbursed with subsequent Meal Entertainment deductions.

Please Note:

Benefits@Mercy reserve the right to confirm employee annual leave payments against dates claimed for Venue Hire/ Holiday Accommodation, as claims need to be of a 'recreational' nature.