

MINISTERIAL SERVICES

ENTERTAINMENT CERTIFICATION

MINISTERIAL OFFICE: _____ DATE OF FUNCTION: _____

VENUE: _____
FUNCTION \$ _____ (Gst inclusive)

COST OF

ENTERTAINMENT Type: Entertainment Working Meal

Description of event :

Participants: Include all people for whom expenditure was incurred (this is a requirement for Fringe Benefit Tax purposes) Note: Partners or relatives of employees are considered associates for FBT and attract Fringe benefits tax. They should be identified as Government attendees in the list below

Number of Participants	Organisation of Participants
1	
2	
3	
4	
5	
6	

7	
8	
9	
10	

CERTIFICATION AND APPROVAL

Certification of Claimant:	Approval of Expenditure:
<p>I certify that the above entertainment was for official purposes in accordance with the Ministerial Handbook and the information above represents the true details in relation to the event.</p> <p>Signature of Claimant: Date</p>	<p>The above expenditure is approved for payment in accordance with the Ministerial Handbook.</p> <p>Signature of Minister Date</p>

SAMPLE