

## **Meal and Refreshment Record Sheet**

Members are advised to keep a record of the meal and refreshment allowances paid to them from petty cash and the Union has provided this form to assist members in that regard.

You are not required to provide this form to anyone else, including management, it is your information to assist you in managing your own taxation affairs.

Date	Meal	Gross Amount	Net Amount Received
	Meal / Refreshment		
	Meal / Refreshment	3	
	TOTAL		