Appendix F

Note: Use this sheet to provide information for Part 3 of the Hospitality Expenditure Application Form (HEAF).
This template does not replace the HEAF. It must be attached to the HEAF.
Data entry in green cells only (grey cells are prepopulated formulae).
All costs entered must be GST inclusive.

EVENT DETAILS					Number of Participants			Estimated Food and Beverage					Other Costs (eg fees) (D)	Venue and Equipment Hire (E)	EVENT GRAND TOTAL (C + D +E)	School budget code	Central Services: Cost Code Allocation		
Date of Event	Name of Event	Type of meal provided	PLIS ID	LOCATION	No of Employee	No. of Non Employee (external)	Total Participants (A)	Food per person $	Beverages		TOTAL F&B per person (B) $	TOTAL F&B per event (C)					Cost Centre	Project	Fund
									Non-Alcoholic	Alcoholic									
TOTAL																			

Total cost (including GST)
This amount goes in Part 3 of the HEAF - Total Cost (including GST)

Prepared by:
Name   Signature   Date

Approved by:
Name   Signature   Date