Expense Report

Report Name: December 2016 Expenses

2159607086 Report Key:

Employee Name: Melissa Williams

Rank: Assistant Director

Employee GPN: AU011022530

Pay Me:

Pay AMEX: AUD 4,141.08

Total Claim: AUD 4,141.08

	agement Engagement Name	15669268/0000 ADM AU031-00000-00266-0101001	15669268/0000 ADM AU031-00000-00266-0101001	15669268/0000 ADM AU031-00000-00266-0101001	15669268/0000 ADM AU031-00000-00266-0101001	15669268/0000 ADM AU031-00000-00266-0101001	15669268/0000 ADM AU031-00000-00266-0101001	15669268/0000 ADM AU031-00000-00266-0101001	15669268/0000 ADM AU031-00000-00266-0101001
	Type En	P 156	P 156	P 156	P 156	P 156	P 156	Р 156	P 156
	Amount AUD Type Engagement	AUD 13.90	AUD 9.20	AUD 9.98	AUD 60.00	AUD 150.00	AUD 150.00	AUD 250.00	AUD 415.00
	Split								
Expenses Requiring Receipts	Foreign Amount								
Expenses	Vendor Name	Spouse f Spouse	sa Spouse ff Spouse	J.		7.		282	
	Business Purpose / Description	TE - Buddy Catch up - Melissa Williams and Catherine McGill Melissa Williams, Staff/Staff Spouse Catherine McGill, Staff/Staff Spouse	TE: Buddy Catch up: Melissa Williams and Emma Strudwick Melissa Williams, Staff/Staff Spouse Emma Strudwick, Staff/Staff Spouse	OTH - Leaving cards for staff	OTH - Leaving Voucher - Cheryl Tan - AU012002636	OTH - Leaving Voucher - Christal Goh - AU011020727	OTH - Leaving voucher - Sarah Stevens - AU011020679	OTHER - Vouchers for bushido: \$50 ea for: Michael Fay - AU011018752 Jamie Guo - AU011018752 Simon Tonkin - AU012004382 Kushir Naidoo - AU012004138 Chanel Loy - AU012009325	OTHER - Vouchers for bushido awards: \$83 ea: Lily Chirathamjaree - AU011009935 Sinyi Chan - AU011000240 Alison Fam - AU011000240 Euling Cheong - AU012001211 Elaine Ho - AU012001433
	Expense Type	• 2. Meals & Entertainment • Meals • Meal • Sustenance Attendees:	• 2. Meals & Entertainment • Meals • Meal • Sustenance Attendees:	• 9. Other - Amenities	• 9. Other - Amenities	• 9. Other - Amenities	• 9. Other - Amenities	• 9. Other - Amenities	• 9. Other - Amenities
	Transaction Date	12/21/2016	12/19/2016	12/19/2016	12/19/2016	12/18/2016	12/10/2016	12/1/2016	12/1/2016

Expense Report

Report Name: December 2016 Expenses

2159607086 Report Key:

Rank: Assistant Director Employee Name: Melissa Williams

Employee GPN: AU011022530

Pay AMEX: **AUD 4,141.08**

Pay Me:

Total Claim: AUD 4,141.08

Expenses Requiring Receipts

	Amount AUD Type Engagement	P 15669268/0000 ADM AU031-00000-00266-0101001	P 15669268/0000 ADM AU031-00000-00266-0101001	P 15669268/0000 ADM AU031-00000-00266-0101001	P 15669268/0000 ADM AU031-00000-00266-0101001	
	Amount AUD	AUD 250.00	AUD 252.00	AUD 375.00	AUD 625.00	AUD 1,166.00
ι	Split					
Expenses Reduiring Receipts	Foreign Amount					
Expense	Vendor Name					Ö
	Business Purpose / Description	OTHER - Vouchers for bushido awards: \$50ea: Sarah Stevens - AU011020679 Jonelle Thomas - AU012000400 Michael Fay - AU012003122 Ruth Fowlie - AU012003122 Genevieve Low - AU012003092	OTHER - Vouchers for bushido awards: Alison Fam - AU011000240 Sinyi Chan - AU011021450 Jacob Olsen - AU012004768 Elaine Ho - AU012001433	OTHER - Vouchers for bushido awards: \$125ea Brian O'Dea - AU012003050 Luke De Clifford - AU011015347 Kristhel Balbas - AU012006861	OTHER - Vouchers for bushido awards: \$125 ea for: Sarah Van Gent - AU011019270 Alvin Lum - AU011019308 Simon Tonkin - AU012004382 Jenny Macasarte - AU012001416 Linda Qu - AU011020712	OTHER - Vouchers for bushid
	Expense Type	• 9. Other - Amenities	• 9. Other - Amenities	• 9. Other - Amenities	• 9. Other - Amenities	Split Expense
	Transaction Date	12/1/2016	12/1/2016	12/1/2016	12/1/2016	12/1/2016

Expense Report

Report Name: December 2016 Expenses

	Pay AMEX
	2159607086
L	Report Key:

Employee Name: Melissa Williams

Rank: Assistant Director

Employee GPN: **AU011022530**

AUD 4,141.08

Pay Me:

Total Claim: AUD 4,141.08

Expenses Requiring Receipts

	Amount AUD Type Engagement Engagement Name	P 15669268/0000 ADM AU031-00000-00266-0101001	P 15669268/0000 ADM AU031-00000-00266-0101001	P 15669268/0000 ADM AU031-00000-00266-0101001
-	Amount AUD			AUD 415.00
3	Split	AUD 666.00	AUD 500.00	
endissay Kumphayi sasiia	Foreign Amount			
N N N N N N N N N N N N N N N N N N N	Vendor Name		esnod	2
	Business Purpose / Description	OTHER - Vouchers for bushido awards: Andrew Simpson - \$83.00 - AU011016874 Vidette Oothuizen - \$83.00 - AU012008622 Nathan Brown - \$250 - AU011018031 Sarang Halai - \$250 - AU012004054	OTHER - Vouchers for bushido award: Nathan Brown - \$500 - AU011018031 Nathan Brown, Staff/Staff Spouse	OTHER - Vouchers for bushido awards: Christal Goh - AU011020727 Yee Teng Boo - AU012002746 Sarah Stevens - AU011020679 Christian Unger - AU012004779 Sinyi Chan - AU011021450
	Transaction Expense Type Date	• 9. Other - Amenities	• 9. Other - Gifts & Awards - Staff - No GST Attendees:	• 9. Other - Amenities
	Transaction Date	12/1/2016	12/1/2016	12/1/2016

In signing I believe the above to a be a true and accurate record of expenses incurred in performing EYA business or per authorised agreements and has been claimed in accordance with all relevant policies. Date: 9/1/20 [7

Claimant's Signature:

M. WILLIAM.). Prepared by: ___

(Please print)



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Tel: 1300 362 639 American Express Australia Ltd **GPO Box 5087**

Sydney NSW 2001

Page 1 of 4

Prepared For MELISSA A WILLIAMS

ERNST AND YOUNG ABN: 75288172749

Corporate ID: 006000000149646

Membership Number XXXX-XXXXXX-21005 Statement Date 29-Dec-2016

Payment Due Date

Balance

Previous

Payments & Credits

New **Debits**

Total **Balance** Balance Due

19-Jan-2017

403.75

403.75

4,151.08

4,151.08

4,151.08

Statement includes payments and charges received by 29 Dec 16.

Please pay \$4,151.08 immediately, but no later than 19-Jan-2017. Thank you.

If enrolled into Company Direct Debit, amount due will be debited as per direct debit agreement. Payment due date does not apply.

IMPORTANT GST INFORMATION

GST information provided on your statement for individual transactions is supplied by the processing merchant. Where no GST information has been included on the statement for a particular charge, you should obtain a tax invoice or adjustment note to confirm the availability of input tax credits for the relevant acquisition or adjustment.

Dates and de	etails of new activity	Amount \$
22 Dec	PAYMENT RECEIVED - THANK YOU	403.75
		CR
Total paym	nents	403.75
• •		CR

New Transactions for MELISSA A WILLIAMS

Card XXXX-XXXXXX-21005

Amount \$ 250.00

1 Dec

ABN: 11004089936 ITEM PURCHASED: GROCERIES

ITEM PURCHASED:

Michael Fa. Simon Torrein 250.00

(5x \$50 danie aug Kushir Naidoo d Chanel 1

1 Dec

.

COLES FLINDERS SQUARE 3 YOKINE

COLES FLINDERS SQUARE 3 YOKINE

ABN: 11004089936 ITEM PURCHASED: GROCERIES ITEM PURCHASED:

Reference: 953402

Reference: 952903

OUANTITY: 001 AMOUNT:

QUANTITY: 000 AMOUNT:

QUANTITY: 001 AMOUNT: 625.00 QUANTITY: 000 AMOUNT: .00

Sorah rm Gent Alvin Lum TONKIN Simon

Macourte

)enny

15 x \$120 Linda QU

625.00

American Express Australia Limited ABN 92 108 952 085 ® Registered Trademark of American Express Company.

PAYMENT ADVICE

billpay

MELISSA A WILLIAMS

Membership number 3779-516139-21005

Please pay by 19-Jan-2017

Total Due \$

.00

4,151.08

- * Please write your Membership number on all cheques and correspondence and remember not to fold or staple the Payment Advice
- * Please return this portion if you are paying by cheque.

Send payment to:

AMERICAN EXPRESS INT. INC **GPO BOX 3928** SYDNEY NSW 2001

ERNST AND YOUNG 11 MOUNTS BAY RD PERTH WA 6000



New Transactions for MELISSA A WILLIAMS continued

Membership Number XXXX-XXXXXXX-21005

Statement Date 29-Dec-2016

Page 2 of 4

Dec Coles Funders Square 3 Yokine Anni 11004089936 Tree Processes: Groceries Quantity: 001 Arount: 415.00 Arount:			ions for Melissa a Williams continue XXXX-21005	ed	Amount \$
TREM PURCHASSED: GROCERIES TERM PURCHASSED: GROC				like Chirathamilanea	
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				QUANTITY: 000 AMOUNT: .00	
ABN: 85907546228 Reference: 003060	19 Dec	((5)			9.20
		<u></u>	ABN: 85907546228	Reference: 003060	

Please check all transactions carefully and immediately advise us on any unauthorized use of the Card

Your Account Payment Options

Pay your bill online

Visit americanexpress.com.au/paybillonline to setup Online Bill Payment to make immediate or schedule payments from your bank account.



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Paying in Person

() POST billpay

You can pay your Card Account in person with cash or a cheque at $\mbox{\sc Australia}$ Post Offices.

Please note that if you are enrolled in Online Statements you cannot make payments in person at Australia Post Offices.

Cash payments are limited to no greater than your current account statement. You must present your Card and current Account statement when paying your Card Account. A \$3 processing fee will apply to payments made in person.

Note: All foreign currency Charges have been converted into Australian dollars on the date we processed the Charge. Non-U.S. dollar charges have been converted through U.S. dollars, by converting the charge amount into U.S dollars and then by converting that U.S dollar amount into Australian dollars. U.S. dollar Charges have been converted directly into Australian dollars. As agreed, unless a specific rate was required by law, the American Express treasury system has used conversion rates based on interbank rates (selected from customary industry sources) from the business day prior to the processing date, increased by a single conversion commission of 3.0%. Any charges converted by third parties prior to being submitted to us have been at rates selected by them.





Page 3 of 4 Membership Number Statement Date XXXX-XXXXXX-21005 29-Dec-2016

New Transactions for MELISSA A WILLIAMS continued Card XXXX-XXXXXX-21005 Amount \$ 21 Dec DOME WESTRALIA PLAZA PERTH 13.90 ABN: Reference: 039078 Total of New Transactions for MELISSA A WILLIAMS 4,151.08





Membership Number XXXX-XXXXXX-21005

Statement Date 29-Dec-2016

Page 4 of 4

Card	Mem	her	Inforn	nation
varu	IVICII	NGI		Iauoi

Coles Supermarkets Australia Pty Ltd Tax Invoice ABN: 45 004 189 708



Store: 347 - CS FLINDERS SQUARE Store Manager: Rachael Phone: 9443 1422 Served By: Leonie Register: 010 Recei

01/12/2016

Receipt: 3734 lime: 19:18 \$

\$415.00

\$415.00

\$0.00

Description

COLES MYER GIFTCARD 1EACH 83,00 83.00 83.00 83.00 83.00

Total for 5 items:

EFT GST INCLUDED IN TOTAL

01/12/16 19:18 ***** 1005

MAYD/295 N34710
AMERICAN EXPRESS
AMERICAN EXPRESS
AU000000025010801
AUD\$ 415.00
(00)APPROVED N34710

ATC 0081 APSN 0000 PURCHASE RRN 000100373400

252

MUC

Simon Tantin

APSN 0000 ATC 0079 PURCHASE RRN 000100373200 McKael Te-

01/12/16 19:14 ***** 1005

GST INCLUDED IN TOTAL

\$250.00 **\$0.00** \$250,00

Total for 5

items:

COLES MYER
COLES MYER
COLES MYER
COLES MYER

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50.00 50.00 50.00

escription

Description

Total for 5 COLES MYER
COLES MYER
COLES MYER
COLES MYER
COLES MYER

EFT GST INCLUDED IN TOTAL items:

\$625,00 **\$0,00**

Coles 19:27

APSN 0000 ATC 0084
PURCHASE
RRN 000100374000

VG AIVA

WA AU 64757295 W34710 AMERICAN EXPRESS AVERICAN EXPRESS AUG0000025010801 AUD\$ 625.00 (00)APPROVED

\$625.00

128 128 88888

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R GIFTCARD
R GIFTCARD
R GIFTCARD
R GIFTCARD

Receipt: Time: 1

Store Manager: Rachael
Phone: 9443 1422
Served By: Leonie
Register: 01/12/2016
Rescrict

Descrict

Store: 347 - CS FLINDERS SQUARE Store Manager: Rachael Phone: 9443 1422 Served By: Leonie Register: 010 Receip Date: 01/12/2016 Time:

Receipt: Time:

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Coles Supermarkets Australia Pty Ltd Tax Invoice ABN: 45 004 189 708

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Coles Supermarkets Australia Pty Ltd Tax Invoice ABN: 45 004 189 708

O KITO

\$

\$375.00

\$375,00

N34710

\$0.00

Coles Supermarkets Australia Pty Ltd Tax Invoice ABN: 45 004 189 708



Denote at any register to support lids with concer Store: 347 - CS FLINDERS SQUARE Store Manager: Rachael

9443 1422

Served By: Leonie Receipt: 3742 Register: 010 Time: 19:29 01/12/2016 Date:

Description

125.00 125.00 125.00 COLES MYER GIFTCARD TEACH COLES MYER GIFTCARD 1EACH COLES MYER GIFTCARD 1EACH

Total for 3 items:

GST INCLUDED IN TOTAL

Coles

6475 : 295

01/12/16 19:29 **** 1005

APSN 0000 ATC 0085 PURCHASE RRN 000100374200

AUD\$ 375.00 (00)APPROVED Lyke DC Binan O'Dea Li Kristler Balbas.

AMERICAN EXPRESS

AMERICAN EXPRESS

A000000025010801

6

Coles Supermarkets Australia Pty Ltd Tax Invoice ABN: 45 004 189 708



Donate at any register to support kids with center Store: 347 - CS FLINDERS SQUARE

Store Manager: Rachael 9443 1422 Phone:

Served By: Leonie Receipt: 3733 Register: 010 01/12/2016 19:16 Time: Date:

Description

50.00 COLES MYER GIFTCARD 1EACH COLES MYER GIFTCARD TEACH COLES MYER GIFTCARD TEACH COLES MYER GIFTCARD TEACH 50,00 50,00 50.00 COLES MYER GIFTCARD 1EACH 50.00

Total for 5 items:

\$250,00

\$250,00

GST INCLUDED IN TOTAL \$0.00

Coles WA AU 01/12/16 19:16 ***** 1005 N34710 64757295 AMERICAN EXPRESS AMERICAN EXPRESS

APSN 0000 ATC 0080 PURCHASE

\$252.00

\$252.00

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fotal for

A000000025010801 AUD\$ 250.00

Jurelle Thurs RRN 000100373300

Recaretes

Coles Supermarkets Australia Pty Ltd Tax Invoice ABN: 45 004 189 708

SQUARE redkite

Store: 347 - CS Final Stores Store: 347 - CS Final Stores Store Manager: Rachael Phone: 9443 1422 Served By: Leonle Register: 010 /12/2016 .

Receipt: 3743 Time: 19:31

Description

GIFTCARD GIFTCARD GIFTCARD MYER C 001ES N 001ES N 001ES N 001ES N

63,00 63,00 63,00 63,00

WA AU
AMERICAN EXPRESS
AMERICAN EXPRESS
AMERICAN EXPRESS
AUGOGOGOSSOLOBOL
AUDR 252.00
(00)APPROVED IN TOTAL Coles 01/12/16 19:31 ***** 1005 INCLUDED

APSN 0000 ATC UNED PURCHASE RRN 000100374300

Char Elaire Jacob Olson,



Coles Supermarkets Australia Pty Ltd Tax Invoice ABN: 45 004 189 708



Pointfeut any register to support kilds with concer Store: 347 - CS FLINDERS SQUARE

Store Manager: Rachael 9443 1422 Phone:

Served By: Leonie

Register: 010 Receipt: 3737 01/12/2016 Time: 19:22

Description

83.00 83.00 88 COLES MYER GIFTCARD 1EACH COLES MYER GIFTCARD 1EACH COLES MYER GIFTCARD TEACH NB COLES MYER GIFTCARD TEACH NB 500,00 250,00 COLES MYER GIFTCARD 1EACH Hal. 250.00

Total for 5 items:

\$1,166.00

GST INCLUDED IN TOTAL

\$1,166.00 **\$0.00**

Coles 01/12/16 19:22 ***** 1005

WA AU 64757295 N34710 AMERICAN EXPRESS AMERICAN EXPRESS A000000025010801 AUD\$ 1,166,00

APSN 0000 ATC 0083 RRN 000100373700

(OO)APPROVED

* Andrew Simpson Vidette



Coles Supermarkets Australia Pty Ltd Tax Invoice ABN: 45 004 189 708



Donale ut any register to support kids with concer Store: 347 - CS FLINDERS SQUARE

Store Manager: Rachael Phone: 9443 1422

Served By: Leonie Register: 010

Receipt: 3735 01/12/2016 Time: 19:19

Description

COLES MYER GIFTCARD 1EACH COLES MYER GIFTCARD TEACH 83.00 COLES MYER GIFTCARD 1EACH 83.00 COLES MYER GIFTCARD TEACH 83.00 COLES MYER GIFTCARD TEACH 83.00

Total for 5 items:

\$415.00

GST INCLUDED IN TOTAL

Coles 01/12/16 19:19 ***** 1005

WA AU 64757295 N34710 AMERICAN EXPRESS

\$

\$415.00

\$0.00

AMERICAN EXPRESS APSN 0000 ATC 0082 A000000025010801 PURCHASE RRN 000100373500

AUD\$ 415.00 (00)APPROVED YEE TEM Christal aun,

Leaving Cift
Coles Supermanters Australi
Tax Inverse ABN: 45 004

otal for 1 item

150.00 \$150.00 \$150.00 **\$0.00**

COLES MYER GILICARD ICACH

Description

EST INCLUDED IN TOTAL

Colus 10/12/16 14:23 xxxxx 1005

WA AU 64757295 N34788 AMERICAN EXPRESS AMODIOCUZACIO801 AUIS 150.00 (00) APPROVED APSN 0000 ATC 1088 PURTHASE REAL 001180587900

WA AU S N347B8 GIFT CARD AUD\$ 150.00 AUD\$ 150.00 (00)APPROVED Cotes 10/12/16 14:23 62/335 338 EXPIRY 12/18 PAYMENT

ANCE N D01180587901

<u>S</u>



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Perth PH: (08) 9327 3700 ABN 75 004 250 944

TAX INVOICE

19/12/16 11:59AM

4032 1-SALES

0825 5151 010

52467479 CGM Gft Card

60.00

Target

Perth 19/12/16 11:59 627335 371

WA AU 65900688 T15110 GIFT CARD

EXPIRY 12/18 PAYMENT

AUD\$ 60.00

BALANCE RRN 000010082502

AUD\$ 60.00 (00)APPROVED

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13 1116 or go to flybuys.com.au

60.00

TOTAL. *-----

Tanget

Perth 19/12/16 11:59 **** 1005

WA AU 65900688 I15110 AMERICAN EXPRESS AMERICAN EXPRESS

APSN 0000 ATC 0091 PURCHASE RRN 000010082501

A000000025010801 AUD\$ 60.00 (00)APPROVED

NO PIN OR SIGNATURE REQUIRED

Pharmacity Chemist 717 Hay Street Perth, WA 6000 Tel: 9322 6921 Fax: 9485 2007 ABN: 78806873662

Tax Invoice

00000	- 15	010100	
CARDS	13	\$5.99	\$5.99*
CARDS	13	\$3.99	\$3.99×
	Total (Doc. 6)	ST)	\$19.98
	EFTPOS/Cradit Card Tender	red	\$19,98
	Change i		\$0.00
	Yetsi includes BST	af	\$1.82

* Indicates Taxable Supply Transaction 4: 3075342 19/12/2016 11:53:14 FF

latin young

Enday

Cashier: kint Reg: 1

Thank You for Shapping at Phoreacity Chemist We Hope you Betwee Soun

Bring this receipt and your Argel Rewards cand back to this store within 30 days to earn luya ty points for t∹is transaction.≺

*Evelociae execution items

westraliaplaza@domecoffees.com DOME WESTRALIA PLAZA Shop 5, Westralia Plaza 167 St Georges Terrace Tel: +61 8 9322 4614 PERTH WA 6000 TAX INVOICE Shop

\$0.00 \$0.00 \$0.00 ABN: 52 139 250 776

Chocha-Bloc No steam Honeycomb Goldrush No cream Estal. 804 SE

21/12/2016 2:36:52 Dine In Total Order type:

00 : Approved

23652345 116 Westralia Till 1 (17420) 133405 Receipt No: Order No: Terminal: Tran Ref:

free item(s) Thankyon * Indicates

: 96 puspita

please visit www.domecoffees.com Your feedback is important to tell us what you think.

BASILICA Open Kitchen.Espresso 125 St Georges Terrace PERTH 6000

19/12/2016 Server: T1 2:38 PM Table 35/1 Guests: 2 #10046

4,30 4,90 Hot Chas Mocha Soy

2 Items

9,20 Total

\$ 5.20 Amex 3 \$ 0.00 Balance Due

10,00% GST Am: 8.36 GST: 0.84

TAX INVOICE ABN 70 154 816 627 p: 08 3211 2161 f: 08 3211 2234 w: www.basilicagroup.com.au Monday to Friday 6am - 5pm

--- Check Closed ---

Tracey

Clerk: Date: