

## Boomerang Hotel

329 Wombat Road, Sydney NSW  
[www.boomeranghotel.com.au](http://www.boomeranghotel.com.au)

Single Room (1 night)	-	\$145.00
Minibar	-	\$89.00
Laundry	-	\$15.00
Breakfast	-	\$30.00
WIFI	-	\$20.00
<b>Total</b>		<b>\$299.00</b>

## Wallaby Airlines

123 Kangaroo Road, Sydney NSW  
[www.wallabyair.com.au](http://www.wallabyair.com.au)

Shanghai to Sydney	-	\$695.00
Sydney to Shanghai	-	\$541.00
Lunch & Dinner (2x flights)	-	\$36.00
Luggage Allowance	-	\$30.00
Seat Selection	-	\$10.00
<b>Total</b>		<b>\$1,312.00</b>

## Koala Cafe

888 Gumnut Lane, Sydney NSW  
[www.gumnut.com.au](http://www.gumnut.com.au)

Cappuccino(s)	-	\$10.50
Club Sandwich	-	\$12.00
Cigarettes	-	\$25.00
Flowers	-	\$18.00
Stuffed Toy	-	\$8.00
<b>Total</b>		<b>\$73.50</b>

## Taipan Taxis

666 Nahman Wharf, Sydney NSW  
[www.taipantaxi.com.au](http://www.taipantaxi.com.au)

Airport to CBD	-	\$46.50
Hotel to Restaurant	-	\$17.00
Restaurant to Hotel	-	\$23.20
CBD to Airport	-	\$59.80
Service Fee	-	\$3.00
<b>Total</b>		<b>\$149.50</b>

**From:** carolinewong@company.com

**Subject:** Travel Expenses

Hi John!

Hope you had a nice flight last night. Glad to see you back in the office again!

To submit your expense report, make sure you have all your receipts and have deducted all personal expenses such as meals, luxury items and other non-business-related items and services.

Please submit your report before Friday 3pm. This is so we can reimburse all business expenses by the end of the month.

If you have any questions, please bring them up with your line manager.

Kind regards,

Caroline

1. If I've \_\_\_\_\_ correctly, I need to submit the report before \_\_\_\_\_.
2. All \_\_\_\_\_ will be \_\_\_\_\_ by the end of the month, \_\_\_\_\_?
3. \_\_\_\_\_ I need to have all \_\_\_\_\_ and deduct \_\_\_\_\_?
4. \_\_\_\_\_ this mean \_\_\_\_\_ can answer \_\_\_\_\_ I may have?

**reimburse**

ˌriːɪmˈbɜːs

**cash advance**

kæʃ ədˈvɑːns

**receipts**

rɪˈsiːts

**deduct**

dɪˈdʌkt

**expenses**

ɪksˈpɛnsɪz

**expenditure**

ɪksˈpɛndɪtʃə

He paid for lunch so I made sure to **reimburse** him the next day.

As I'm going on a business trip, the company decided to give me a **cash advance**.

After I got my tickets, the company sent me an invoice and **receipt**.

The company will **deduct** money from our salary for each hour we're late.

My monthly **expenses** are quite high because I like to buy a lot of clothes.

Government **expenditure** has to be managed carefully.

1. **Rick:** Hi Dan, do you mind if I ask you a few questions about my business trip?
2. **Dan:** Not at all, go ahead.
3. **Rick:** I have prepared everything for the meetings and company visits, but I'm wondering about the expenses.
4. **Dan:** Yeah, what about the expenses?
5. **Rick:** See if I've understood the policy correctly. I use my own money first, right?
6. **Dan:** Yes, but you'll be able to get it reimbursed once you're back to the office.
7. **Rick:** Would it be possible to apply for a budget beforehand? You know, this is my first job, and I haven't been able to save enough money yet.
8. **Dan:** We might be able to give you a cash advance for this trip. Let me check and get back to you.
9. **Rick:** Thanks a lot. If you don't mind me asking, what's the procedure for reimbursements?
10. **Dan:** Well, first of all, you need to collect all receipts for your expenses. When you get back, you need to fill in an expense report. Once that's approved, you'll be able to get the money back.
11. **Rick:** Oh, you mean there's a form I'll need to fill in?
12. **Dan:** Yes, of course.
13. **Rick:** Okay, about the receipts, obviously I can only claim the exact amount. Is that right?
14. **Dan:** Mmm, not really. You'll need to deduct all personal expenses. Only business expenditure can be reimbursed. For example, use of the spa or mini bar should be limited, whereas the business centre could obviously be included.
15. **Rick:** Does that mean that I should mark out those personal items on receipts?
16. **Dan:** Yes, that's right.
17. **Rick:** Thank you for your time, Dan. That's very helpful.
18. **Dan:** Sure, no problem.