

Course: Business English Level 3

Day №26



Unit 13 Finance

13.2 Expense claims

What business expenses do you have?

What expenses can you submit in your company? Do you think this is fair?

Are there expenses you think you should be able to submit?



Read the guidelines about submitting expenses from an Australian company.

Day-to-day expenses

Expense statements are to be completed by the 25th day of each month. You must submit this statement along with all original receipts. We can then pay back the expenses with your salary tax-free.

Expenses which can be claimed on *monthly expense*statements are: work-related software, postage, computer magazines, overtime meals, interstate travel – daily allowance (call our office for daily rates), parking, car rentals, railroad/airplane tickets, etc. Purchase of assets costing less than \$300 individually such as electronic organizers, typewriters, computer parts, desks, bookshelves, etc.

Look at the receipts. Which expenses can be submitted in the Australian company? Which can be submitted in your company?

Is the procedure for submitting expenses in your company similar? If the procedure is different, how is it different?



Sonthida Nonchana lives and works in Bangkok, Thailand. Last month, she went on a two-day business trip to Ho Chi Minh City in Vietnam. Look at the items below. Circle the items you think she should submit. Why?



taxi in HCMC	taxi in Bangkok	bus in HCMC	bus in Bangkok
airport tax	airplane ticket	dinner with clients	lunch with colleagues
cellular phone rental	car rental	hotel bill	daily food allowance
International telepho	ne calls to husband	drinks in hotel bar	Internet café bill



Unit 13 Finance

13.3 Expense reports

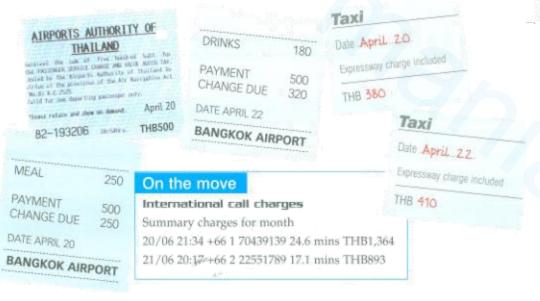
What procedure do you follow when submitting expense reports in your company?

What information do you include in your report?

TEACHER: Look at the information on page 80.

STUDENT: Look at the information below.

You have the receipts from Vietnam for Sonthida's trip. Take turns asking Teacher what expenses Sonthida had in Thailand for her trip and answering Teacher's questions. Make notes.



Date April..20. Taxi
Date April..21.







Now fill in Sonthida's expense report form. List the items by date and convert VND (Vietnamese dong) to THB (Thai baht). (The exchange rate at the time of her trip was THB1 = VND340.

	A	В	C	D
1	Date	Description	Actual cost	Cost in THB
2				
3		77		
4				
5				
6				
7				
8				
9			10	
10				
11				
12				
13				
14				TOTAL:

Thank you for today!

I'm looking forward to seeing you again!