Internal Memo

To: [HR Manager]

Through [Program Manager]

From: [Employee Name]

Date: [Day/Month/Year]

Subject: Healthy Lifestyle and Personal Needs Allowance

# **Purpose**

To seek $200 reimbursement of Healthy Lifestyle and Personal Needs Allowance for goods purchased in accordance with the *Healthy Lifestyle and Personal Needs Allowance.*

# **Background**

Section 93 of the TSRA Enterprise Agreement 2017 *states ‘the TSRA will reimburse ongoing employees and non-ongoing employees with at least 12 months service for expenditure on health lifestyle activities and personal needs up to a maximum of $200 each calendar year.’*

# **Current Issue**

Attached are receipts for item/s purchased in accordance with this allowance. I have not claimed this allowance in the past 12 months.

[employee]

[position]

[date]

**Approved / Not Approved**

[name program manager]

[position]

[date]

**Approved / Not Approved**

[name HR Manager]

[position]

[date]