A cheat sheet for the NOP form: Reimbursements

(1) General instructions..................................................pg 2-5
(2) Filling in the form - example......................................pg 6-15
(3) Top reasons claims are rejected................................pg 16
(4) Receipts dos and don’ts..............................................pg 17-27

(5) Once you have completed the form:
   - Print the first page
   - Obtain relevant signatures
   - Submit this page with original receipts to Biology Admin, E8B204-207.
   - Send the excel file to sci.bio-adm@mq.edu.au
Instructions for completion of your Non-Order Payment Request

PLEASE ENSURE THAT YOUR EXCEL SETTINGS HAVE BEEN SET TO UPDATE FORMULAS AUTOMATICALLY

(You can find the instructions on how to do this at the bottom of this page)

- DO NOT PRINT THIS PAGE -
- Please complete STEP 1 to STEP 4 Electronically -
- Then Print - Print parameters have been pre-set to print all required pages -

START HERE

Please take a moment to think about the type of request you would like to initiate.

ADVANCE
- The Advance is a cash amount of money to pay for anticipated expenses relating to travel or participation. PLEASE NOTE: You MUST retain all your receipts and invoices with proof of payment where applicable and substantiate the Advance within 30 days of your return.

SUBSISTENCE OF ADVANCE
- The Subsistence is to cover the cost of the Advance that was taken earlier. This must be done within 30 days of return from your trip or after completion of work with participants.

A Per Diem may be taken to cover the cost of breakfast, lunch, dinner and daily incidentals such as minor travel/taxi cost.
Click on "OK"

Message from Accounts Payable

Please ensure your Excel settings are set to update formulas automatically and that you are using the Excel 2007 version of this document if you are using Excel 2007 on your computer or the Excel 2010 version if you are using Excel 2010. Please try the 2010 version if you are on a Mac. You will find the instructions on how to set your formulas to update automatically on START HERE.
Instructions for completion of your Non-Order Payment Request

| PLEASE ENSURE THAT YOUR EXCEL SETTINGS HAVE BEEN SET TO UPDATE FORMULAS AUTOMATICALLY |

(You can find the instructions on how to do this at the bottom of this page)  

- DO NOT PRINT THIS PAGE -  
- Then Print - Print parameters have been pre-set to print all required pages -

**START HERE**

Please take a moment to think about the type of request you would like to initiate

| ADVANCE | - Use Advance if you need a cash amount of money to pay for anticipated expenses relating to travel or participation. PLEASE NOTE: You MUST retain all your receipts and invoices with proof of payment where applicable and Substantiate the Advance within 30 days of your return |
| SUBSTANTIATION OF ADVANCE | - Use the Substantiation to substantiate the Advance that was taken earlier. This MUST be done within 30 days of your trip or other completion of work with participants |
| PER DIEM | - A Per Diem may be taken to cover the cost of Breakfast, Lunch, Dinner and daily incidentals such as minor taxi / travel cost, laundry and light refreshments |
| REIMBURSEMENT | - If you have already incurred approved costs and paid for this on behalf of the University from personal funds - please use the Reimbursement to claim for your expenses |
| NON-ORDER PAYMENT | - Please use this form if you need to reimburse or pay non-staff/students, such as reimbursing travel expenses for an interview attendee or a small minor amount without an invoice |

Please go to TAB "STEP 1 - FORM", select the type of request you want to raise and complete the document fully. You will notice some useful hints to help you complete your request on the right of your screen in the grey, non-printable area.

**STEP 1**

Select the type of request you want to raise and complete the document fully. Please note:- The correct document will open for completion, depending on the selection you make. The document must be completed electronically and please do not skip any questions or entry fields unless so directed. Entry Field are WHITE fields.

**STEP 2**

Please go to "STEP 2 - RECEIPTS" and enter your receipts here. Start by telling us how many line you will need. Remember that you can always go back and adjust the number of lines you need by simply re-entering a number in the required space. If you have a receipt that contains an amount with GST and another amount that does not attract GST, you will need to use 2 lines for the dissection of that receipt / invoice.

**STEP 3**

Simply click on "STEP 3" - Cost Summary" to review the disbursement summary. There are no "Entry Fields" for step 3. You only need to review the summary and confirm that the total of your Disbursement Summary is equal to the total of your receipts as itemised in "STEP 2 - RECEIPTS".

**STEP 4**

Finally click on "STEP 4" - If you have not yet provided your Bank Details to Accounts Payable you must complete "STEP 4" to enable payment of your claim.

**SUBMITTING YOUR CLAIM**

Once you have completed all required STEPS you must print your request, sign and submit to your department or faculty for processing. If you need any assistance with completing your request, please contact Accounts Payable

Extn. 1677 (Internal callers)

+61-2-9850 1677 (External Callers)

Email - accounts payable@mq.edu.au
1. Click on FILE in the top left corner of your screen:

2. Now select OPTIONS

3. Select FORMULAS

4. Finally tick AUTOMATIC and select OK at the bottom of the Option Screen

**ADDITIONAL HELP**

Go to "STEP 1: Please click on "Step 1 - Form" to start your request"
Click on drop down arrow to reveal options and select "Reimbursement".

Your page should now look like the next page. If it does not, click on reimbursement again. If it still doesn't work, try downloading the form again, especially if you are using a saved version on your computer.
Request For: Reimbursement
Invoice Code: REIMB
(Please complete Electronically and print for sign off)

Faculty / Department: ________________________________
Department Reference: ________________________________
Description: ________________________________
Pay To: ________________________________
Address: ________________________________
State | Post Code | Country

Staff/Student/Account No.
Email: ________________________________
Special Comments & Requests: ________________________________

Payment Details:
X EFT
[ ] International T/T
[ ] International Draft
[ ] Cheque
(By Prior arrangement only)

Please complete the Banking Authority Form if you have not previously provided your Bank Details to Accounts Payable

Total Amount Claimed: ________________________________
GST Included Amount Excl. GST ________________________________

Signature: ________________________________
Name: ________________________________
Date: ________________________________

Certifying Officer: ________________________________
Signature: ________________________________
Date: ________________________________

Authorised By: ________________________________
Signature: ________________________________
Date: ________________________________

Certification and Authorisation

Confirmation: in accordance with the terms of the Public Finance and Audit Act 1983, I confirm that the goods and services have been provided as described in the attached documentation and that this payment request has not been previously submitted.

Certifying Officer: ________________________________
Signature: ________________________________
Date: ________________________________

Authorised By: ________________________________
Signature: ________________________________
Date: ________________________________

Reimbursement

Total Reimbursement claimed for expenses incurred on behalf of the University as per List of Receipts

$ ________________________________

Reason for the Expense: ________________________________

Reimbursement Checklist

Provide a full listing of all receipts attached. For easy reference please number receipts according to your list numbers
Include AUD Value for all invoices and also Foreign Currency amount if applicable
Travel Diary (If claim relates to expense incurred whilst travelling
EFT Details - Banking Authority Form (completed - if not previously submitted)
All original invoices / receipts as listed on page 2
OANDA (or similar) exchange rate confirmation for dates of invoices as required

Note: If payments were made overseas with a personal credit card, you may attach a copy of your credit card statement as confirmation of exchange rates.
--- don't type here ---
Pick "4031 Science - Biological Sciences" from the drop down menu

Now start filling in the details
--- see next page ---
Request For: Reimbursement  

Invoice Code: REIMB  
(Please complete Electronically and print for sign off)

<table>
<thead>
<tr>
<th>Faculty / Department</th>
<th>4031 Science - Biological Sciences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Reference</td>
<td>Leave this space blank</td>
</tr>
<tr>
<td>Description:</td>
<td>What the expenses were for/where they were incurred. E.g. Fieldwork and meeting expenses.</td>
</tr>
<tr>
<td>Pay To:</td>
<td>Your name: Veronica Peralta</td>
</tr>
<tr>
<td>Address:</td>
<td>Home Address or C/O Biological Sciences, Macquarie University</td>
</tr>
<tr>
<td>State:</td>
<td>NSW</td>
</tr>
<tr>
<td>Post Code:</td>
<td>2109</td>
</tr>
<tr>
<td>Country:</td>
<td>Australia</td>
</tr>
<tr>
<td>Email:</td>
<td>Your email address. This helps admin contact you if there is a query on your Advance. E.g. <a href="mailto:veronica.peralta@m.edu.au">veronica.peralta@m.edu.au</a></td>
</tr>
<tr>
<td>Special Comments &amp; Requests:</td>
<td>Not essential - just a good idea if you have something to clarify. E.g. The dates of my trip changed and I have attached an email confirming this change.</td>
</tr>
</tbody>
</table>

| Total Amount Claimed | 403.43 |
| GST Included        | 16.20 |
| Amount Excl. GST    | 168.32 |

| Signature:          | Sign Here |
| Name:               | Your name here |
| Date:               | 4/04/2014 |

Certification and Authorisation

Confirmation: in accordance with the terms of the Public Finance and Audit Act 1983, I confirm that the goods and services have been provided as described in the attached documentation and that this payment request has not been previously submitted.

Certifying Officer: Supervisor, CI, or Admin  
Signature:  
Date: 4/04/2014

Authorised By: Admin Only  
Signature:  
Date: 4/04/2014

Ignore the checklist.

Reimbursement

Total Reimbursement claimed for expenses incurred on behalf of the University as per List of Receipts

$ 403.43

NOTICE: This form is for use by the University only. It is not for the general public. It is designed to be used in conjunction with the University's financial policies and procedures. It is the responsibility of the user to ensure that all information is accurate and complete.

Certification of Compliance

I, the undersigned, hereby certify that the information contained in this form is true and correct to the best of my knowledge and that all supporting documentation is accurate and complete.

Signature:  
Date: 4/04/2014

Note: If payments were made overseas with a personal credit card, you may attach a copy of your credit card statement as confirmation of exchange rates.
If you are using an older 2010 or 2007 version of the form, please refer to next page on how to complete this section.

**List of Receipts and Allocation**

<table>
<thead>
<tr>
<th>Number</th>
<th>Date</th>
<th>Suppliers Name/ Description</th>
<th>Account Number</th>
<th>Natural Account</th>
<th>Account Number</th>
<th>Natural Account</th>
<th>Total AUD (REQUIRED)</th>
<th>GST Free Amount (REQUIRED)</th>
<th>GST Amount before GST (REQUIRED)</th>
<th>GST charged (REQUIRED)</th>
<th>Total FX (REQUIRED)</th>
<th>Exchange Rate (REQUIRED)</th>
<th>AUD Equivalent</th>
<th>Tax (required)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2/10/2013</td>
<td>Nam Bo / Dinner for 1</td>
<td>12345678</td>
<td></td>
<td>12345678</td>
<td></td>
<td>15500.00</td>
<td>0.00</td>
<td>161.99</td>
<td>6.35</td>
<td>0.00</td>
<td>1.55</td>
<td>161.99</td>
<td>6.35</td>
</tr>
<tr>
<td>2</td>
<td>3/10/2013</td>
<td>6 on Sixteen / Dinner for 1</td>
<td>12345678</td>
<td></td>
<td>12345678</td>
<td></td>
<td>48000.00</td>
<td>0.00</td>
<td>6.77</td>
<td>0.00</td>
<td>0.00</td>
<td>4.80</td>
<td>6.77</td>
<td>0.00</td>
</tr>
<tr>
<td>3</td>
<td>22/01/2014</td>
<td>Pet Centre/Experimental stuff</td>
<td>12345678</td>
<td></td>
<td>12345678</td>
<td></td>
<td>74.45</td>
<td>6.76</td>
<td>6.77</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>6.76</td>
<td>0.00</td>
</tr>
<tr>
<td>4</td>
<td>25/02/2014</td>
<td>CabCharge/taxi to hotel</td>
<td>12345678</td>
<td></td>
<td>12345678</td>
<td></td>
<td>30.00</td>
<td>27.27</td>
<td>2.73</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>27.27</td>
<td>0.00</td>
</tr>
<tr>
<td>5</td>
<td>24/01/2014</td>
<td>Woolworths/Food GST Exc</td>
<td>12345678</td>
<td></td>
<td>12345678</td>
<td></td>
<td>308.29</td>
<td>218.89</td>
<td>67.04</td>
<td>6.77</td>
<td>0.00</td>
<td>0.00</td>
<td>6.77</td>
<td>0.00</td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>743.78</td>
<td>617.81</td>
<td>61.99</td>
<td>6.62</td>
<td>0.00</td>
<td>0.00</td>
<td>6.62</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Sub Totals: 743.78  617.81  61.99  6.62

Total Amount of Receipted Items (AUD): 403.43

Total Amount of GST Paid on Receipted Items (AUD): 16.20

The bottom line of this page is automatically calculated -- you cannot edit these cells. If this page and the summary page do not agree something has gone wrong --> You will need to fix this before submitting your form.

Troubleshooting:
(1) Make sure all entries are correct
(2) Try copy and past the data into a new version of the form
(3) If all else fails download the NOP form again and re-enter your data

Enter receipts in chronological order to speed up processing time.

A description of what you purchased helps admin process your claim.

Total invoice amount or amount you are claiming

Keep blank

= GST inclusive amount minus GST amount. Refer to pg 9

Amount excluding GST 168.34 = 161.99 + 6.35

Please note: If your receipt contains both "C" & "Z" transactions you must use 2 separate lines for dissection - 1 line for "C" and 1 line for "Z"

Please enter the number of lines needed (1 to 300 available). Remember, you can always come back and increase this number if needed.

**Change according to number of receipts.**
### List of Receipts and Allocation

**Department Reference:** Leave this space blank

**Staff/Student No:** 0

**Description:** What the expenses were for/where they were incurred. E.g. Fieldwork and meeting expenses.

**Number of transactions to be included in this substantiation (Number of dissection lines required):**

#### A description of what you purchased helps admin process your claim

<table>
<thead>
<tr>
<th>Number</th>
<th>Date</th>
<th>Suppliers Name/ Description</th>
<th>Account Number</th>
<th>Natural Account</th>
<th>Total AUD Amount (REQUIRED)</th>
<th>GST Free Amount (REQUIRED)</th>
<th>Amount before GST (REQUIRED)</th>
<th>GST charged (REQUIRED)</th>
<th>Total FX Amount (REQUIRED)</th>
<th>Exchange Rate (REQUIRED)</th>
<th>AUD Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2/10/2013</td>
<td>Nam Bo / Dinner for 1</td>
<td>12345678</td>
<td></td>
<td>15500.00</td>
<td>0.00</td>
<td>6.77</td>
<td>0.00</td>
<td>15500.00</td>
<td>1.55</td>
<td>63500.00</td>
</tr>
<tr>
<td>2</td>
<td>3/10/2013</td>
<td>6 on Sixteen / Dinner for 1</td>
<td>12345678</td>
<td></td>
<td>48000.00</td>
<td>0.00</td>
<td>0.00</td>
<td>4.80</td>
<td>48000.00</td>
<td>1.55</td>
<td>67000.00</td>
</tr>
<tr>
<td>3</td>
<td>22/01/2014</td>
<td>Pet Centre/Experimental stuff</td>
<td>12345678</td>
<td></td>
<td>74.45</td>
<td>67.68</td>
<td>6.77</td>
<td>0.00</td>
<td>74.45</td>
<td>0.00</td>
<td>123.17</td>
</tr>
<tr>
<td>4</td>
<td>25/02/2014</td>
<td>Cab/Charge/Stay at hotel</td>
<td>12345678</td>
<td></td>
<td>30.00</td>
<td>27.27</td>
<td>2.73</td>
<td>0.00</td>
<td>30.00</td>
<td>0.00</td>
<td>30.00</td>
</tr>
<tr>
<td>5</td>
<td>24/01/2014</td>
<td>Woolworths/Food GST Exc</td>
<td>12345678</td>
<td></td>
<td>218.89</td>
<td>218.89</td>
<td>0.00</td>
<td>0.00</td>
<td>218.89</td>
<td>0.00</td>
<td>218.89</td>
</tr>
<tr>
<td>6</td>
<td>24/01/2014</td>
<td>Woolworths/Food GST incl</td>
<td>12345678</td>
<td></td>
<td>73.74</td>
<td>67.04</td>
<td>6.70</td>
<td>0.00</td>
<td>73.74</td>
<td>0.00</td>
<td>123.17</td>
</tr>
</tbody>
</table>

**Sub Totals:** 397.08 | 218.89 | 161.99 | 16.20 | 63500.00 | 0.00 | 6.35

**Total Amount of Receipted Items (AUD):** 403.43

**Total Amount of GST Paid on Receipted Items (AUD):** 16.20

---

**Notes:**

1. **GST and Non-GST further:**
   - **GST Amount:**
   - **Non-GST Amount:**
   - **Total Amount:**
   - **Amount excluding GST:**

2. **Amount excluding GST:**
   - \( \text{Amount excluding GST} = \text{Total Amount} - \text{GST Amount} \)
   - \( \text{Total Amount} = 168.34 \)
   - \( \text{GST Amount} = 6.35 \)
   - \( \text{Amount excluding GST} = 168.34 - 6.35 = 161.99 \)

3. **Change according to number of receipts. If a receipt has both GST and non GST items add 1.**

4. **Troubleshooting:**
   - (1) Make sure all entries are correct
   - (2) Make sure GST and Non-GST items are on separate lines
   - (3) Try copy and past the data into a new version of the form
   - (4) If all else fails download the NOP form again and re-enter your data
And calculate the price before GST
Using formulas to calculate GST (GST = total/11) can be very helpful!
### Disbursement Summary

<table>
<thead>
<tr>
<th>Row Labels</th>
<th>Sum of Invoice Total</th>
<th>C: Amount includes GST</th>
<th>GST Incl in C</th>
<th>Z: Amount does not include any GST</th>
<th>NA: No GST (overseas)</th>
</tr>
</thead>
<tbody>
<tr>
<td>123456780</td>
<td>$ 403.43</td>
<td>$ 178.19</td>
<td>$ 16.20</td>
<td>$ 218.89</td>
<td>$ 6.35</td>
</tr>
<tr>
<td>00</td>
<td>$ 00</td>
<td>$ 00</td>
<td>$ 00</td>
<td>$ 00</td>
<td>$ 00</td>
</tr>
<tr>
<td>Grand Total</td>
<td>$ 403.43</td>
<td>$ 178.19</td>
<td>$ 16.20</td>
<td>$ 218.89</td>
<td>$ 6.35</td>
</tr>
</tbody>
</table>

Amount excluding GST: $(178.19-16.20)+6.35=168.34$
Complete the Banking Authority Form if:
- you have never requested a reimbursement/advance/per diem
- have changed your banking details

### Banking Authority Form

<table>
<thead>
<tr>
<th>Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff / Student / Account Number (If known)</td>
<td></td>
</tr>
<tr>
<td>Mailing Address:</td>
<td></td>
</tr>
<tr>
<td>Phone Number</td>
<td>(  )</td>
</tr>
<tr>
<td>Email Address</td>
<td></td>
</tr>
<tr>
<td>Account Holder Name</td>
<td></td>
</tr>
<tr>
<td>Bank Name</td>
<td></td>
</tr>
<tr>
<td>Bank Branch</td>
<td></td>
</tr>
<tr>
<td>Bank Address</td>
<td></td>
</tr>
</tbody>
</table>

**BSB Number**

- FOR AUSTRALIAN AND NZ BANKS ONLY

**Account Number**

(PLEASE NOTE: CREDIT CARD ACCOUNT NUMBERS ARE NOT ACCEPTED.)

**FOR OVERSEAS BANK ACCOUNTS:**

- Swift Code
- IBAN (if applicable)
- Transit Code (CANADIAN BANKS)

Any other relevant information required to ensure your payment arrives safely

Please note: Full account and Branch (BSB) numbers are required. Please check both numbers with your bank and attach an official Bank Slip wherever possible

### FREQUENTLY ASKED QUESTIONS (FAQ’S)

**Q.** HOW WILL I KNOW WHEN MONEY IS BEING DEPOSITED INTO MY ACCOUNT?
**A.** On the day when money is deposited, a remittance advice will be sent by email. It will detail how much will be paid to you, who the payment is from and what the payment covers.

**Q.** IS IT DANGEROUS TO GIVE MY BANKING DETAILS TO A THIRD PARTY?
**A.** No. We have the ability to deposit money, not withdraw it.

**Q.** WHAT DO I HAVE TO DO?
**A.** Complete this attached form 100% accurately to ensure quick easy payment.

**Q.** HOW OFTEN ARE PAYMENTS BY EFT PRODUCED?
**A.** EFT payments are produced weekly.

**Q.** OK, I’M RECEIVING PAYMENTS BY EFT & NEED TO UPDATE THE EMAIL ADDRESS OR CHANGE BANK ACCOUNT DETAILS OR HAVEN’T RECEIVED AN EMAIL ADVICE FOR A PAYMENT – WHO DO I CONTACT?
**A.** Contact Accounts Payable (02) 9850 1677 or email AccountsPayable@mq.edu.au

**Q.** I’VE RECEIVED AN EMAIL ADVICE AND WANT TO QUERY SOME DETAILS ABOUT THE PAYMENTS I’M RECEIVING – WHO DO I CONTACT?
**A.** Contact Accounts Payable (02) 9850 1677 or email AccountsPayable@mq.edu.au
Top reasons why claims are rejected:

1) Signatures missing
2) Invalid receipts
   - e.g. Eftpos dockets, receipts that don't show itemized expenses
3) An Absence on Duty form has not been submitted
Receipts: What to do and what not to do

Make sure your receipts are attached the right way up!
Make sure that you don’t fold the receipts - we need to scan them so all information needs to be visible at once.
If you have a very long receipt, carefully cut it into sections and stick each down separately (glue stick is best. Please see admin if you need some.
Don't use tape: Putting sticky tape over a receipt will dissolve the ink. If you choose to use sticky tape use it sparingly and only around the non-printed edges.

Must be a Tax Invoice receipt -- if it is just an EFTPOS receipt then you will have to provide a copy of your bank statement or make a statutory declaration. However, it is up to the discretion of Accounts payable as to whether you will be reimbursed the expense.
Visit the Oanda website to calculate the overseas currency in Australian Dollars (AUD)

Select currency of expenses

Choose the date here. This date will be the day after the date of the receipt of your expense, as the currency is calculated from yesterday's exchange rate.
Overseas Purchases Using OANDA for Currency Conversion for a many expenses

Click on "Historical Exchange Rates"

By default a graph appears. Choose table to obtain a list of exchange rates for historical dates.
Number each receipt with the corresponding line number from the NOP excel file.

Remember to note how many people were having dinner and what their relationship to Macquarie is.

Example of receipts from overseas

Good! Bill is itemised!
### Historical Exchange Rates

**Daily BID rates @ +/- 0%**

**DATE:** Oct 2, 2013 ➔ Oct 5, 2013  
**INTERBANK:** +/- 0%  
**PRICE:** Bid  
**VALUES:** Rate  
**FREQUENCY:** Daily

<table>
<thead>
<tr>
<th>Period</th>
<th>VND / AUD</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Period Average</strong></td>
<td>0.0001</td>
</tr>
<tr>
<td><strong>Period High</strong></td>
<td>0.0001</td>
</tr>
<tr>
<td><strong>Period Low</strong></td>
<td>0.0001</td>
</tr>
<tr>
<td>Oct 5, 2013</td>
<td>0.0001</td>
</tr>
<tr>
<td>Oct 4, 2013</td>
<td>0.0001</td>
</tr>
<tr>
<td>Oct 3, 2013</td>
<td>0.0001</td>
</tr>
<tr>
<td>Oct 2, 2013</td>
<td>0.0001</td>
</tr>
</tbody>
</table>

**NOTE:** If you used a credit card to make your purchases then you can provide a credit card statement with the receipts as this will show the exchange rates on it as well as any bank fees charged, which you can claim. Please remember to blank out any private information.

You can either use the average for the period you are claiming receipts, OR, see below or the exchange rate on the day the item was purchased - whichever is easier for you.
Don't highlight any part of a receipt, because it will dissolve the text underneath.
Some receipts simply don't have a date, so please estimate the date of your purchase so that you can attach your receipts in chronological order.
Calculate costs of GST free items separately from items with GST. Enter on separate lines for 2007 NOP form. Enter on same line for most current 2010 form.

--> GST items are usually highlighted with an * or % sign.
--> you will need to reference both lines from the NOP form on the relevant receipt for older form versions.

Receipt can be cut to allow all items to be visible at once.
If you cut the receipt, don't forget to include the last part with the date on it.

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You could have earned 323 Flybuys points on this shop. Sign up now at flybuys.com.au

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Coles Fuel Offer - Save: 4c/L
Expires: February 21, 2014

This receipt provides 4c/L off the fuel pump price (including LPF) at Coles Express. Limit 1 receipt per fuel purchase up to 150L per vehicle per customer. Not valid for Fleet Card, Shell Loco, Motocaravan or Marocean purchases or with other fuel offers or discounts unless otherwise specified. See in-store for fuel Terms and Conditions. This section must be surrendered on redemption. Copies of this receipt will not be accepted.

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Liquorland

Buy 2 Greyrock Marlborough Sauvignon Blanc 750mL for $18. Valid until 4 February, 2014

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This form was created by Biology Administration, 2014.
For feedback or suggestions please email sci.bio-adm@mq.edu.au referencing NOP cheat sheet.