

A cheat sheet for the NOP form: Substantiation

- (1) General instructions.....pg 2-5
- (2) Filling in the form - example.....pg 6-12
- (3) Top reasons Substantiations are rejected.....pg 13
- (4) Receipts dos and don'ts.....pg 14-25
- (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

Click on "Enable Content"

Non-Order Payment Form with Instructions for Excel 2007 Review 1B - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW ACROBAT

SECURITY WARNING Macros have been disabled. Enable Content

B2 Instructions for completion of your Non-Order Payment Request

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z AA AB AC AD AE AF A AU AV AW AX

1 **Instructions for completion of your Non-Order Payment Request**

2

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

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

7 - DO NOT PRINT THIS PAGE -

8 - Please complete STEP 1 to STEP 4 Electronically -

9 - Then Print - Print parametres have been pre-set to print all required pages -

11 **START HERE**

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

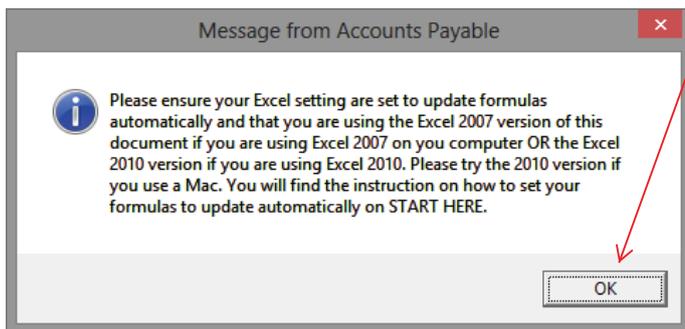
13

14 **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

15 **SUBSTANTIATION OF ADVANCE** - Use the Substantiation to acquit 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 taxi / travel cost.

START HERE STEP 1 - Form STEP 2 - Receipts STEP 3 - Cost Summary STEP 4 - Bank Info



Click on "OK"

"START HERE" sheet on form.

Read this prior to completing the form

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 parametres 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	-	<u>Use Advance</u> 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	-	<u>Use the Substantiation to</u> acquit 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
PER DIEM	-	<u>A Per Diem may be taken</u> to cover the cost of Breakfast, Lunch, Dinner and daily incidentals such as minor taxi / travel cost, laundry and light refreshments
RE-IMBURSEMENT	-	If you have already incurred approved costs and paid for this on behalf of the University from personal funds - please <u>use the Reimbursement to claim</u> for your expenses
NON-ORDER PAYMENT	-	Please use this form if you need to <u>reimburse or pay non-staff/students</u> , 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.

Please go to "STEP 2" for:

- * Substantiation
- * Reimbursement
- * Non-Order Payment

Go to "STEP 4" for:

- * Advance
- * Per Diem

OR

STEP 2

Please click on "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 - accountspayable@mq.edu.au

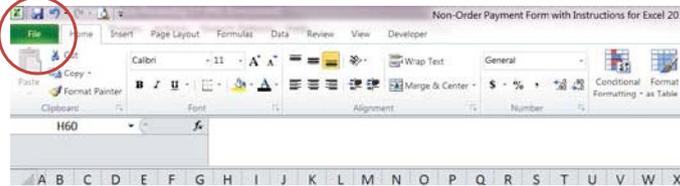
Found at "START HERE" sheet, from row 52 onwards.
Follow the instructions if you are having issues with the form, or if it
your first time completing the form.

Go to "STEP 1": Please click on "Step 1 - Form" to start your request

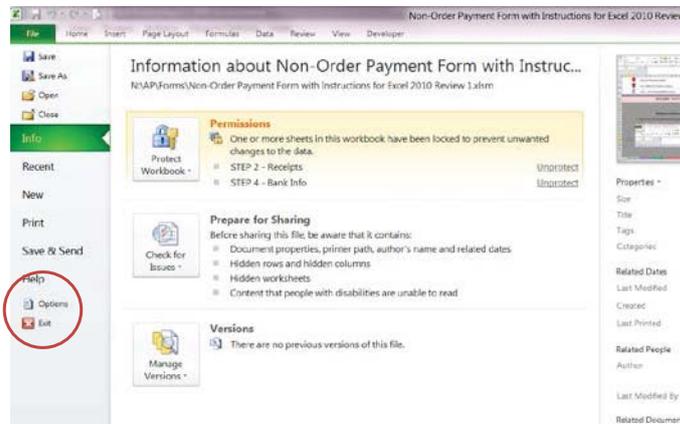
ADDITIONAL HELP

Setting your workbook options to update formulas Automatically:

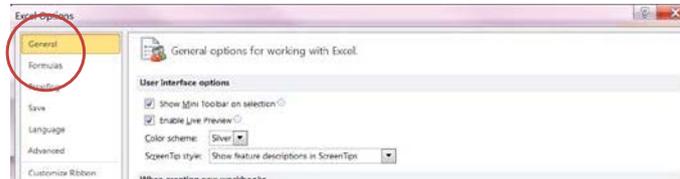
1. Click on FILE in the top left corner of your screen:



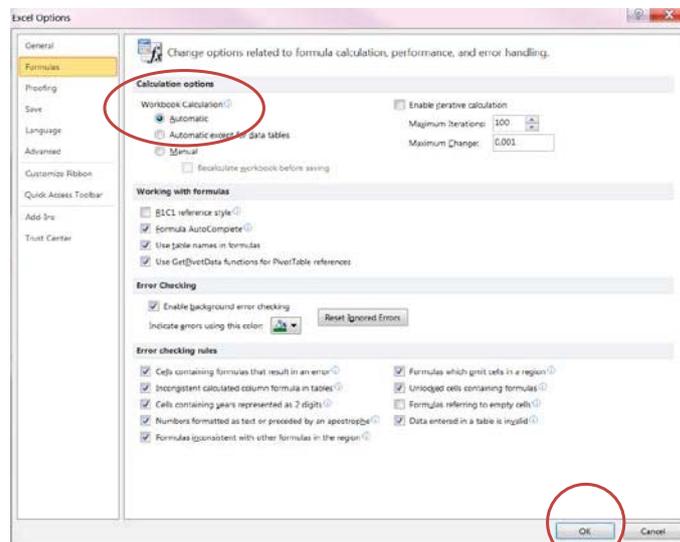
2. Now select OPTIONS



3. Select FORMULAS



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



Click on drop down arrow to reveal options and select "Substantiation".

(Please complete Electronically and print for sign off)

NOPF	Request For: Substantiation
	Invoice Category: Substantiation

(Please complete Electronically and print for sign off)

Faculty / Department:		Phone Extension:	
Department Reference:	<small>(Restrict entry to 15 characters max)</small>		
Description:			
Pay To:		Staff/Student/Account #:	
Address:			
	State	Post Code	Country
Email :			
Special Comments &			

Page 1

START HERE | STEP 1 - Form | STEP 2 - Receipts | STEP 3 - Cost Summary | STEP 4 - Bank Info

READY

Your page should now look like the next page.
If it does not, click on Substantiation again.
If it still does not try downloading the form again, if you are using a saved version on your computer.

(Please complete Electronically and print for sign off)



Request For: **Substantiation**

Invoice Code: SUBST

(Please complete Electronically and print for sign off)

Faculty / Department:				Phone Extension:	
Department Reference:			Account Number:		
Description:					
Pay To:				Staff or Student No.	00000000
Address:					
	State		Post Code		Country
Email :					

Purpose of Expenditure:

Payment Details:

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:

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:

Substantiation of Advance

Total of Advance previously received \$ -
 Total of Receipts now provided =
 Difference \$

Unspent Advance to Refund to MQ \$
 OR
 Reimbursement for additional spent \$

Advance Details (To be reversed and allocated appropriately)

Account Name	LGR	Account Number (Project or Discipline Code + Sub Group or Activity)	Natural Account	GST Incl / Excl	GST Amount	Total Amount Inclusive of GST (if applicable)
Advance - Travel			5112	No GST	0.00	\$ -
Total Receipts attached						\$ -
Total Amount to be repaid or paid in addition to advance						\$ -

Substantiation 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
- Please attach**
 - EFT Details - Banking Authority Form (completed - if not previously submitted)
 - All original invoices / receipts as listed on page 2
 - MQ Cashier's receipt for repayment of unused funds (if appropriate)
 - OANDA (or similar) exchange rate confirmation for dates of invoices as required

Note: If payments were made over seas with a personal credit card, you may attach a copy of your credit card statement as confirmation of exchange rates.

(Please complete Electronically and print for sign off)

NOPF

Request For: **Substantiation**

Invoice Code: **SUBST**

(Please complete Electronically and print for sign off)

Faculty / Department:

Department Ref: 4031 Science - Biological Sciences
4032 Science - Brain, Behaviour and Evolution
Description: 4071 Science - Chiropractic
4091 Science - Environment & Geography
Pay To: 4201 Science - Earth & Planetary Sciences
Address: 4202 Science - GEMOC
4221 Science - Mathematics
4241 Science - Physics and Astronomy

Phone Extension:

(restrict entry to 15 characters max)

count f

State

Post Code

Country

START HERE

STEP 1 - Form

STEP 2 - Receipts

STEP 3 - Cost Summary

STEP 4 - Bank Info

-- don't type here --
Pick "4031 Science - Biological Sciences" from the drop down menu

Now start filling in the details
-- see next page

NOPF

Request For: **Substantiation**

Invoice Code: SUBST

(Please complete Electronically and print for sign off)

Some fields are not wrap text, so please ensure all your information is visible.

Faculty / Department:	4031 Science - Biological Sciences	Refer to Page 8	Phone Extension:	Your office extension
Department Reference:	Leave this space blank (Restrict entry to 15 characters max)			
Description:	What the expenses were for/where they were incurred. E.g. Fieldwork equipment for fieldwork in Hunter Valley April			
Pay To:	Your name. e.g. "Veronica Peralta"	Staff/Student/Account No.		
Address:	Home Address or C/O Biological Sciences, Macquarie University			
	State	NSW	Post Code	2109
	Country	Australia		
Email :	Your email address. This helps admin contact you if there is a query on your Advance. E.g. veronica.peralta@m.edu.au			

Staff/Student ID No. or if other write "VISITOR" or "VOLUNTEER"

Special Comments & Requests: **Not essential - just a good idea if you have something to clarify. E.g. I did not spend all of the dvance and so will be returning some funds to the University.**

Payment Details:

EFT
 International T/T
 International Draft
 Cheque
 (By Prior arrangement only)

Refer to Steps 2 & 3 on NOP form, page 11

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:

Certification and Authorisation

Confirmation: in accordance with the terms of the Public Finance and Audit Act 1987, 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

Students: Your supervisor
 Staff: Your supervisor or grant holder
 Academics: Grant holder, if someone else's grant or leave blank for admin.

Certifying Officer:
 Date:

Authorised By:
 Signature:
 Date:

Substantiation of Advance

Total of Advance previously received	\$ 500.00	- Total of Receipts now provided	316.11	= Difference	\$ 183.89
Unspent Advance to Refund to MQ	\$ 183.89	OR	Reimbursement for additional spent	\$ -	

Advance Details (To be reversed and allocated appropriately)

Account Name	LGR	Account Number (Project or Discipline Code + Sub Group or Activity)	Natural Account	GST Incl / Excl	GST Amount	Total Amount Inclusive of GST (if applicable)
Advance - Travel		Account Number	5112	No GST	0.00	\$ 500.00
Total Receipts attached						\$ 623.00
Total Amount to be repaid or paid in addition to advance						\$ 183.89

Ignore the checklist.

Substantiation 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
- Please attach**
 - EFT Details - Banking Authority Form (completed - if not previously submitted)
 - All original invoices / receipts as listed on page 2
 - MQ Cashier's receipt for repayment of unused funds (if appropriate)
 - OANDA (or similar) exchange rate confirmation for dates of invoices as required

Note: If payments were made over seas with a personal credit card, you may attach a copy of your credit card statement as confirmation of exchange rates.

Change according to number of receipts. For each receipt that has both GST and non GST items add 1 row extra.

Leave Natural account codes blank

List of Receipts and Allocation

Department Reference: Staff/Student No:
 Description:
 Number of transactions to be included in this substantiation (Number of dissection lines required)

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 NOTE: The following cells are free-entry fields and must be electronically filled by the claimant:
 **** These cells do NOT calculate automatically ****

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

Total invoice amount you are claiming

A description of what you purchased helps admin process your claim

Rec	Date	Name/ Description	Account Number (REQUIRED)	Natural Account (REQUIRED)	AUD Transactions			Foreign Currency Transactions			
					Total AUD Amount (REQUIRED)	Z GST Free Amount (REQUIRED)	C Amount before GST (REQUIRED)	GST GST charged (REQUIRED)	Total FX Amount (REQUIRED) (FX)	Exchange Rate (REQUIRED) (FX)	NA (tax code) AUD Equivalent
		Supplier	Account Number	Natural Account	Total AUD	GST Free	Pre-GST	GST	Total FX	FX Rate	AUD Value
1	26/07/2013	SuperShuttle / transport to hotel	12345678						33.00	1.08	35.63
2	26/07/2013	Noodles & Company/dinner for 1	12345678						11.24	1.08	12.14
3	27/07/2013	Whole foods market/groceries	12345678						49.05	1.08	52.90
4	27/07/2013	GoLite/field equipment	12345678						81.14	1.08	87.50
5	10/08/2013	Woods Hole Market/groceries	12345678						9.57	1.09	10.39
6	11/08/2013	Woods Hole Market/field equipment	12345678						12.35	1.09	13.40
7	11/08/2013	Woods Hole Market/groceries	12345678						16.98	1.09	18.43
8	11/08/2013	Woods Hole Market/groceries	12345678						11.46	1.09	12.44
9	11/08/2013	Phusion Grille/dinner for 1	12345678						50.00	1.09	54.27
10	13/08/2013	Woods Hole Market/groceries	12345678						5.78	1.10	6.34
11	15/08/2013	Woods Hole Market/groceries	12345678						4.07	1.09	4.45
12	16/08/2013	Woods Hole Market/groceries	12345678						7.55	1.09	8.23
Sub Totals					0.00	0.00	0.00	0.00	292.19	13.02	316.11
Total Amount of Received Items (AUD)										316.11	
Total Amount of GST Paid on Received Items (AUD)										0.00	

For foreign currency receipts: obtain Exchange Rate, either by;
 1. Visit www.oanda.com/currency/converter
 Select the relevant currency and the date after the date shown on the receipt (currency conversion is calculated for the previous 24 hr period). Refer to pg 16. OR
 2. Provide a copy of your bank statement and use the amount that you were charged. Please highlight the expense for easy reference. Any bank charges can also be claimed. Place the bank charges on a separate line and number the charge on the bank statement, according to the Rec # displayed on Step 2 of the NOPF (page 8 of this cheat sheet)

GST included = 0.00
 (No GST is charged to overseas expenses)

The bottom line of this page is automatically calculated - you cannot edit these cells. If this page and the summary page (Step 3 of the NOPF) 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) Make sure GST and Non-GST items are on separate lines
 (3) Try to 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

Staff / Student No.	0
Description:	where they were incurred. E.g. Fieldwork equipment for f
Department Reference:	Leave this space blank

Disbursement Summary

Filter (All)

Row Labels	Values		C: Amount includes GST	GST Incl in C	Z: Amount does not include any GST	NA: No GST (overseas)
	Sum of Invoice Total					
123456780	\$ 316.11	\$ -	\$ -	\$ -	\$ -	\$ 316.11
00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Grand Total	\$ 316.11	\$ -	\$ -	\$ -	\$ -	\$ 316.11

↑
Total amount claimed

↑
Amount Excl. GST

Complete the Banking Authority Form if:
-you have never requested a reimbursement/advance/per diem
-have changed your banking details



Banking Authority Form

Name	<input type="text"/>	
Staff / Student / Account Number (If known)	<input type="text"/>	
Mailing Address:	<input type="text"/>	
Phone Number	(<input type="text"/>)	<input type="text"/>
Email Address	<input type="text"/>	
Account Holder Name	<input type="text"/>	
Bank Name	<input type="text"/>	
Bank Branch	<input type="text"/>	
Bank Address	<input type="text"/>	
BSB Number	<input type="text"/> - <input type="text"/>	FOR AUSTRALIAN AND NZ BANKS ONLY
Account Number	<input type="text"/>	
(PLEASE NOTE: CREDIT CARD ACCOUNT NUMBERS ARE NOT ACCEPTED.)		
FOR OVERSEAS BANK ACCOUNTS:		
Swift Code	<input type="text"/>	
IBAN (if applicable)	<input type="text"/>	
Transit Code (CANADIAN BANKS)	<input type="text"/>	
Any other relevant information required to ensure your payment arrives safely	<input type="text"/>	

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)

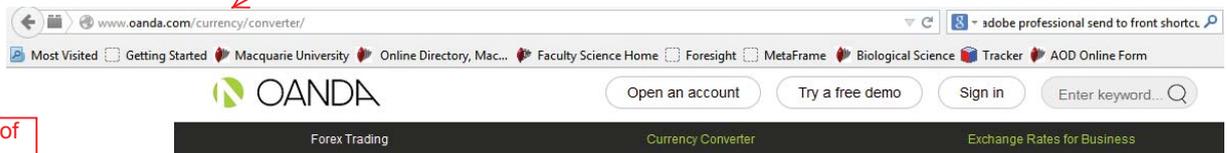
- Q. HOW WILL I KNOW WHEN MONEY IS BEING DEPOSITED INTO MY ACCOUNT?**
A. On the day when money is deposited, a remittance advice will be sent by email. It will detail how much will be paid to you, who the payment is from and what the payment covers.
- Q. IS IT DANGEROUS TO GIVE MY BANKING DETAILS TO 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 docketts, receipts that don't show itemised expenses
- 3) An Absence on Duty form has not been submitted

Overseas Purchases Using OANDA for Currency Conversion for a few expenses

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.

Currency Converter

Currency Converter | Historical Exchange Rates | Live Exchange Rates | International Money Transfer

Currency I Have:

- Euro EUR
- US Dollar USD
- British Pound GBP
- Canadian Dollar CAD
- Australian Dollar AUD

Currency I Want: Australian Dollar AUD

AMOUNT: I want to buy something at this price

DATE: May 30, 2014

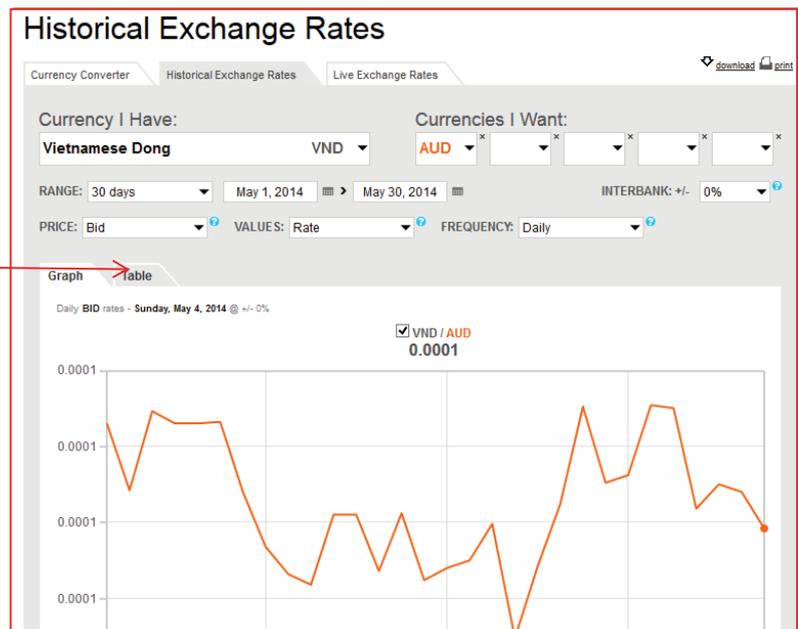
TRY ALSO...
[Mobile Currency Apps](#)
[Exchange Rate Feed/API](#)
[International Money Transfer](#)

Overseas Purchases Using OANDA for Currency Conversion for a many expenses

Click on "Historical Exchange Rates"

OANDA
Forex Trading Currency Converter Exchange
Currency Converter Currency Tools Mobile
Currency Converter Historical Exchange Rates Live Exchange Rates International Money Transfer
Currency I Have: Vietnamese Dong VND Currency I Want: Australian Dollar AUD

By default a graph appears. Choose table to obtain a list of exchange rates for historical dates.



Receipts have dates and are numbered sequentially in chronological order (if no date was provided estimate the date)

1 ← → 2

SuperShuttle
 Call (800) BLUE-VAN at least one day in advance for return reservations
 PASSENGER RECEIPT
 7/26/2013 5:19:12PM

Host: PH Cash 2
 2

CONF#:
 ADULT: 1
 CHILD: 0

BOULDER 80303

FARE: \$ 33.00
 SERVICE CHARGE: \$ 0.00
 DRIVER FEES: \$ 0.00
 COMPANY FEES: \$ 0.00
 DISCOUNT: \$ 0.00
 TIP: \$ 0.00
 COMP/GIFT CERT: \$ 0.00
 TOTAL DUE: \$ 33.00

PAYMENT TYPE: CASH
 TOTAL PAID: \$ 40.00
 CHANGE DUE: -\$7.00

THIS IS A RECEIPT
 NOT VALID FOR TRANSPORTATION

Receipts are itemised

3

WHOLE FOODS MARKET
 2584 Baseline Rd.
 Boulder, CO 80305 (303)499-7636

07/26/2013 0:41 PM 20190

PISTACHIOS 7.99 B
 TRAIL POWER 5.99 B
 BERRY BLUE PINT OG 3.99 B
 1.85 LB @ 3.39 /lb TARE = .05
 NECTARINE OG 7.38 B
 ITEM = 94378

THEO OG MILK CHOC 3.99 B
 BUTR BEANS & GRNS 4.07 B
 POTSTK EDAM 12CT 2.50 B
 1.16 LB @ .87 /lb TARE = .01
 BANANAS DRG 1.03 B
 ITEM = 94237

COLD WATER 1.99 B
 COLD WATER 1.99 B
 PPK-FS ALMOND BUTTR 3.63 B
 0.68 LB @ 2.99 /lb TARE = .01
 APPLE GALA OG 2.03 B
 ITEM = 94173

1 @ 3/1.00 LINES REG .33 B
 ITEM = 4048

BAG FEE .10
 ITEM = 83646

**** TAX 2.04 SAL 49.05
 Cash 50.00

CHANGE .98

TOTAL NUMBER OF ITEMS SOLD = 14
 7/26/13 9:13 PM 0360 02 0734 514

Your cashier today was ERIC
 Thanks For Shopping

Receipts clearly indicate the name and location of the establishment

4

GOLITE
 Boulder

1222 Pearl St.
 Boulder, CO 80302
 303-440-1484
 Golite Boulder

Exchanges & refunds within 30 days with tags on & receipt

Ticket #14-5-21191 User:JPOPE
 Station:14-5 Sales Rep JPOPE
 7/27/2013 6:19:13 PM

Item Description	Qty	Extended Price	Total
209048113 M's Tumblo Rain Jkt BLACK, SMALL	1	74.99	74.99
*** Compare at \$150.00 You saved \$75.01			
Subtotal			74.99
Tax			6.15
Total			81.14

Tender: VISA 81.14
 XXXXXXXXXXXX0223
 Swiped Auth: 033950

Number of Items purchased: 1
 *** Total discount \$75.01

Join us for a free backpacking clinic every Thursday at 6:30 pm
 Price adjustments honored within 30 days
 www.golite.com

* 14 - 5 - 2 1 1 9 1 *

Good examples of receipts! Which have been used in this example substantiation



5

Woods Hole Market
87 Water Street
Woods Hole, MA 02543

INVOICE# 278603
Closed to Cash Purchase

DATE/TIME: 8/10/2013 10:05:33 AM
CASHIER: 01
STATION: 03

Item Count: 1

1 SC. NON-TAXABLE	\$5.99
1 FIJI 1 LITER	\$2.99
1 SC. NON-TAXABLE	\$0.59
Subtotal	\$9.57
MA Sales Tax	\$0.57
GRAND TOTAL	\$10.14

Cash \$9.57
Amt Tendered \$20.00
Change \$10.43

6

Woods Hole Market
87 Water Street
Woods Hole, MA 02543

INVOICE# 277583
Closed to Cash Purchase

DATE/TIME: 8/11/2013 10:41:02 AM
CASHIER: 01
STATION: 03

Item Count: 0

1 COPPERTONE SPORT*	\$5.99
1 MISC. NON-TAXABLE	\$5.99
Subtotal	\$11.98
MA Sales Tax	\$0.37
GRAND TOTAL	\$12.35

Cash \$12.35
Amt Tendered \$13.00
Change \$0.65

7

Woods Hole Market
87 Water Street
Woods Hole, MA 02543

INVOICE# 277801
Closed to Cash Purchase

DATE/TIME: 8/11/2013 1:41:12 PM
CASHIER: 01
STATION: 03

Item Count: 1

1 FIJI 1 LITER	\$2.99
1 MISC. NON-TAXABLE	\$13.99
Subtotal	\$16.98
GRAND TOTAL	\$18.98

Cash \$16.98
Amt Tendered \$20.00
Change \$3.02

8

Woods Hole Market
87 Water Street
Woods Hole, MA 02543

INVOICE# 277806
Closed to Cash Purchase

DATE/TIME: 8/11/2013 1:48:41 PM
CASHIER: 01
STATION: 03

Item Count: 4

1 VOSGES	\$6.49
1 MARLONS CRANBERRY MIX	\$1.99
1 MARLONS PUMPKIN SEEDS	\$0.99
3 MARLOW ALMONDS	\$1.99
Subtotal	\$11.46
GRAND TOTAL	\$11.46

Cash \$11.46
Amt Tendered \$12.00
Change \$0.54

More examples of good receipts!

9

Phusion Grille
508-457-3100

PHUSION GRILLE
71 Water Street
Woods Hole, MA 02543

Check 2424/1 08/11/13-A 7:03pm
Guests 1 (Daniel) Table 032

1. Filet Mignon	29.00
Med Rare	
1. GI Fuentesecca	9.50
Item	38.50
Tax	2.70
Subtotal	41.20
Tip	\$8.50
TOTAL	\$50.00

10

*** DUPLICATE COPY ***

Woods Hole Market
87 Water Street
Woods Hole, MA 02543

INVOICE# 279370
Closed to Cash Purchase

DATE/TIME: 8/13/2013 4:31:45 PM
CASHIER: 100101
STATION: 03

Item Count: 2

1 MISC. NON-TAXABLE	\$1.00
2 MARLONS CRANBERRY MIX	\$3.99
Subtotal	\$5.78
GRAND TOTAL	\$5.78

Cash \$5.78
Amt Tendered \$6.00
Change \$0.22

11

Woods Hole Market
87 Water Street
Woods Hole, MA 02543

INVOICE# 280665
Closed to Cash Purchase

DATE/TIME: 8/15/2013 1:57:12 PM
CASHIER: 100101
STATION: 03

Item Count: 3

1 W & M PEANUT	\$1.29
1 NECTARINES BY EACH	\$1.49
1 STARBURST ORIGINAL	\$1.29
Subtotal	\$4.07
GRAND TOTAL	\$4.07

Cash \$4.07
Amt Tendered \$5.00
Change \$0.93

12

Woods Hole Market
87 Water Street
Woods Hole, MA 02543

INVOICE# 281432
Closed to Cash Purchase

DATE/TIME: 8/16/2013 1:57:19 PM
CASHIER: SUSANNE MARWY
STATION: 03

Item Count: 3

1 DENTAL FLOSS*	\$1.99
1 COLGATE*	\$4.79
1 JUICY FRUIT	\$0.35
Subtotal	\$7.13
MA Sales Tax	\$0.42
GRAND TOTAL	\$7.55

Cash \$7.55
Amt Tendered \$20.00
Change \$12.45



If you are using OANDA for currency conversion; For several overseas purchases provide an OANDA historical exchange rate for the dates you claimed receipts; <http://www.oanda.com/currency/historical-rates/>

Historical Exchange Rates

Daily BID rates @ +/- 0%

DATE: Jul 26, 2013 ▶ Aug 17, 2013

INTERBANK: +/- 0%

PRICE: Bid

VALUES: Rate

FREQUENCY: Daily

For several receipts from the same country, you can EITHER;
1. Use the average for the period you are claiming receipts OR

2. Search for the exchange rate the day after the item was purchased. Whichever is easier for you.

	USD / AUD
Period Average	1.0995
Period High	1.1236
Period Low	1.0784
Aug 17, 2013	1.0906
Aug 16, 2013	1.0935
Aug 15, 2013	1.0972
Aug 14, 2013	1.0964
Aug 13, 2013	1.0897
Aug 12, 2013	1.0853
Aug 11, 2013	1.0853
Aug 10, 2013	1.0928
Aug 9, 2013	1.1028
Aug 8, 2013	1.1148
Aug 7, 2013	1.1157
Aug 6, 2013	1.1236
Aug 5, 2013	1.1224
Aug 4, 2013	1.1224
Aug 3, 2013	1.1220
Aug 2, 2013	1.1166
Aug 1, 2013	1.1091
Jul 31, 2013	1.0988
Jul 30, 2013	1.0821
Jul 29, 2013	1.0784
Jul 28, 2013	1.0784
Jul 27, 2013	1.0798
Jul 26, 2013	1.0898

▶ www.oanda.com/currency/historical-rates/

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Or, if you have used a **bank card** to make your purchases then you can provide a bank statement with the receipts as this will show the exchange rates on it. Please remember to blank out any private information.

For purchases in Australia, receipts must be a Tax Invoice. 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.



%MARS FUN SIZE:TWIX: . 174GRAM	2.50
COLES MUESLI TOASTED 750GRAM	3.85
%ARNOTTS CUSTARD CREA 250GRAM	2.69
%MARS FUNSIZE BOUNTY 168GRAM	2.50
%MARS FUNSIZE SNICKERS 216GRAM	2.50
%LINDT EXCELLENCE CHO 100GRAM	3.89
%LINDT CREAMY MILK BL 100GRAM	2.00
%LINDT CREAMY MILK BL 100GRAM	2.00
COLES RICE ARBORIO 2KG	4.00
BARILLA LC CASTELLAN 500GRAM	2.69
%COLES ROSEMARY CRACK 170GRAM	1.99
%COLES GARLIC CRACKER 200GRAM	1.99
TWININGS HERBAL INFU 10PACK	2.20
%PAPAY QINTMENT TUBES 25GRAM	5.58
%GLAD WRAP 100METRE	5.59
CSR CASTER SUGAR 1KG	2.40
S B COLES COOK OIL 750ML	2.15
BARILLA 5 SPAGHETTI 500GRAM	2.35
DILMAH CUP OR POT:10 100PACK	5.87
CAMPBELLS REAL STOCK 1LITRE	3.90
%SMART BUY 100PACK	1.00
%COLES COTTON BALLS 200PACK	2.00
BIO NATURE BEANS CAN 400GRAM	3.58
Quantity: 2 @ \$1.79 each	
BIO NATURE LENTILS 0 400GRAM	3.58
Quantity: 2 @ \$1.79 each	
COLES TOMATOES ITA D 400GRAM	3.20
Quantity: 4 @ \$0.80 each	
S B COLES TOMATOES C 400GRAM	1.38
Quantity: 2 @ \$0.69 each	
SAXA SALT PICNIC PAC 125GRAM	1.75
JOHN WEST NO DRAIN 130GRAM	13.40
Quantity: 4 @ \$3.35 each	
S B COLES DICED TOMA 400GRAM	1.30
Quantity: 2 @ \$0.65 each	
SAXA PEPPER PEPPER B 50GRAM	3.35
OLIVES KALAMATA PITT 450GRAM	4.05
THREE THREES MUSTARD 250GRAM	1.35
LA ESPANOLA EXT VIRG 250ML	3.50
%COLGATE TOOTHPASTE 1 110GRAM	2.94
THE CANCER COUNCIL A 220ML	14.25
GOULBURN VALLEY NATU 1KG	4.30
%COLES MINERAL WATER 1.25LITRE	1.60
Quantity: 2 @ \$0.80 each	
%COLES BAGS SANDWICH 50PACK	2.00
%ORGANIC CARE SHAMPOO 400ML	3.45
%SB COLES WRAP FOIL 30METRE	2.79
%SHARPIE S31101 RUB 1EA	5.46
Quantity: 2 @ \$2.73 each	
%SMART BUY PAPER TOWE 2PACK	1.89
%SURF SMALL & MIGHTY 500GRAM	3.59
%MULTIX TAKE AWAY FOO 5PACK	3.59
%5 SUBJECT NOTEBOOK 1EA	6.00
Quantity: 2 @ \$3.00 each	
COLES EGGS FR RANGE 700GRAM	9.40
Quantity: 2 @ \$4.70 each	
%BUNDABRG DIET GINGER 4PACK	4.89

Remove personal items from total



Total for 98 items
EFTPOS
GST INCLUDED IN TOTAL

\$323.95
323.95
\$8.13

Total Savings \$14.57

~~15.66~~
= 308.29

Total Savings include any Promotional and Loyalty Discounts

Cooma Store: 0703
Monday - Saturday 7am - 9pm
Sunday 8am - 8pm
Your store manager is: Lisa Spence
Phone: (02) 6455 3000 Receipt: 6377
Date: 24-Jan-2014 Time: 16:31
Reg 5 Served By: Des - 312

FIELD GROWN TOMATOES PERKG	13.22
1.657 kg NET @ \$7.98/kg	
RED SEEDLESS GRAPES PERKG	3.46
1.081 kg NET @ \$3.20/kg	
LEMONS 5PK 1EA	3.98
BANANAS PERKG	2.96
1.097 kg NET @ \$2.70/kg	
CUP MUSHROOMS 200GRAM	2.50
CONTINENTAL CUCUMBER 1EA	2.48
FAMILY SPINACH 280GRAM	5.00
SUNDOWNER APPLES PERKG	7.89
1.577 kg NET @ \$5.00/kg	
RED CAPSICUMS PERKG	2.17
0.217 kg NET @ \$9.98/kg	
GARLIC PERKG	1.14
0.057 kg NET @ \$19.98/kg	
BROCCOLI PERKG	2.16
0.362 kg NET @ \$5.98/kg	
CAPSICUMS GREEN:LOOS PERKG	1.12
0.187 kg NET @ \$5.98/kg	
BROWN ONIONS PERKG	3.81
1.277 kg NET @ \$2.98/kg	
CREME GOLD POTATOES PERKG	5.78
1.452 kg NET @ \$3.98/kg	
PREPACK CARROTS 1KG	1.88
VEG DEL SOY SAUSAGES 300GRAM	6.90
HALOUMI SALT REDUCE 180GRAM	6.50
COLES DAIRY HAM TWIN 100GRAM	3.00
WESTERN STAR DAIRY B 250GRAM	2.30
PHILLY TUB SOFT 250GRAM	3.94
COLES BLOCK TASTY 1KG	7.49
DAIRY FARMERS DAIRY 2LITRE	3.99
JALNA NATURAL YOGHUR 500GRAM	8.30
Quantity: 2 @ \$4.15 each	
PORK LOIN CHOPS PERKG	6.14
BEEF 4 STAR MINCE 50 500GRAM	5.00
COLES RSPCA DRUMSTIC PERKG	3.40
HOYTS CHILLIES DRY-H 25GRAM	1.60
HOYTS MIXED HERBS:25 25GRAM	1.35
%Y L COLES MIXED NUTS 375GRAM	10.68
Quantity: 2 @ \$5.34 each	
%RED ROCK DELI SEASLT 185GRAM	4.19
HELGA BREAD WHLMEAL 750GRAM	3.00
HELGA BREAD GRAIN 850GRAM	3.00
MISSION WRAPS WHOLEG 567GRAM	4.99
BE NATURAL CEREAL:CA 415GRAM	4.00
COLES DATES PITTED 500GRAM	2.30

Receipt can be cut to allow all items to be visible at once.

This receipt continues from the previous page

If you cut the receipt, don't forget to include the last part with the card transaction.

Coles
 NSW AU
 24/01/14 16:31
 28694073 N70305
 ***** 5010 VISA
 Visa Debit AID A0000000031010
 APSN 0000
 SAVINGS ACCOUNT
 PURCHASE AUD\$ 323.95
 RRN 000050637701 (00)APPROVED
 AUTH 141635

% = Taxable items

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

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

This receipt provides 4c/L off the fuel pump price (including LPG) at Coles Express. Limit 1 receipt per fuel purchase up to 150L per vehicle per customer. Not valid for Fleet Card, Shell Card, Motorcharge or Motorpass 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.



DOCKET DEALS
LIQUORLAND

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

SAVE \$14

Not available to under 18s. Excludes Coles online, Liquorland online, Liquorland Kunzea, Sift Hedland or ANY Northern Territory stores. Must be purchased in one transaction, while stocks last, retail limits apply. Docket cannot be used in conjunction with other offers and is not transferable. Surrender this docket at the time of purchase.



Receipts: What to do and what not to do

Make sure your receipts are attached the right way up!

an - 31st Mar

MISSED YOUR FAVOURITE OFFER? GO TO shopadocket.com.au

Campaign #141 - 2nd Jan - 31st Mar

MISSED YOUR FAVOURITE

TREAT 1 PEST FREE
 2 PESTS NOW ONLY \$169.40
 WITH

WIN a holiday for 4
 Valued at up to \$9000
 For your chance to win ENTER at

call the travel specialists
 1300 854 897
 Holidays of Australia
 call the travel specialists

1 MONTH FREE ADVERTISING
 Receive 1 MONTH FREE advertising with any 6 month Shop A Docket Campaign
 Shop A Docket
 CALL 1800 651 659
 snopadocket.com.au

Book by 14 April 2014 call today
 1800 810 910
 Short Breaks Australia
 Pacific In Bed Services from \$149pp
 inc. all meals. Adults from \$149pp

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

**COLES GIVING
REDKITE A
HELPING HAND**

Donate at any register



Cooma

Store: 0703

Monday - Saturday 7am - 9pm
Sunday 8am - 8pm

Your store manager is: Lisa Spence

Phone: (02) 6455 3000

Receipt: 6377

Date: 24-Jan-2014

Time: 16:31

Reg 5 Served By: Des - 312

FIELD GROWN TOMATOES PERKG	\$	13.22
1.657 kg NET @ \$7.98/kg		
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1.097 kg NET @ \$2.70/kg		
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Expires: February 21, 2014**

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07030563771402210404



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

Not available to under 18s. Excludes Coles online, Liquorland online, Liquorland (Kangaroo, Stn Hedland or ANY Northern Territory stores. Must be purchased in one transaction, while stocks last, retail limits apply. Docket cannot be used in conjunction with other offers and is not transferable. Surrender this docket at the time of purchase.



9 300601 933174

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 - see admin if you do not have any.

CALL 1800 651 659

03

EFTPOS receipts are not needed.
Only Tax invoice receipts are
needed for Australian Purchases.
A Tax Invoice must contain:
+ ABN
+ Name of business
+ Items purchased
+ GST



Don't overlap
receipts

EFTPOS FROM WESTPAC 2014
THE PET CENTRE
SH434 MACQUARIE SHOP
NORTH RYDE NSW 2113
*** CUSTOMER COPY ***
Merchant ID 21886023
Terminal ID 64952925
Date 22 JAN 14
Time 13:08
Ino/RDC # 017657
DEBIT Card 462239...010(e)
Account Type Savings
* SALE AUD\$74.45
* TOTAL AUD\$74.45
To APPROVED 00
No Auth ID 000000
*
Pay E...w \$74.45

Thank you for your custom. Please keep
your receipt as exchanges or store
credit for items in original condition
will not be entertained without it. We
do not refund unless due to Manufacturer
warranty terms.

Do not highlight any part of a receipt, because it will dissolve the text underneath.

RMv11.1

22/01/2014

Tax Invoice

The Pet Centre - Macquarie Centre

A.B.N.:29-002-394-676

Shop 434 The Loft
Macquarie Shopping Centre
North Ryde NSW 2113
Ph: 0298871788 Fax: 0298890350
Served By Michelle

Docket No. Date Time
110404 22/01/2014 13:08

Description	Ext.
* El Afterglow P/lain Lamp Pt2052 54.00 x 1	\$54.00
* Heat Glo Infrared Heat Lamp 50watt 20.45 x 1	\$20.45

Subtotal \$74.45
Total inc. GST \$74.45

No. of Items (2)
* Indicates taxable item

Payment Details:
EFTPOS \$74.45

Thank you for your custom. Please keep your receipt as exchanges or store credit for items in original condition will not be entertained without it. We do not refund unless due to Manufacturer warranty terms.



EFTPOS FROM WESTPAC

THE PET CENTRE
SH434 MACQUARIE SHOP
NORTH RYDE NSW 2113

*** CUSTOMER COPY ***

Merchant ID 21886023
Terminal ID 64952925
Date 22 JAN 14
Time 13:08

Inv/ROC # 017657

DEBIT
Card 462239...010(e)

Account Type Savings

SALE AUD\$74.45

TOTAL AUD\$74.45

APPROVED 00

Auth ID 000000

SUNCORP BANK

TAX INVOICE
TAXI EPOS PAY
UIC 3028
TAXI FARE

L.A. 16A-1

Cash Receipt

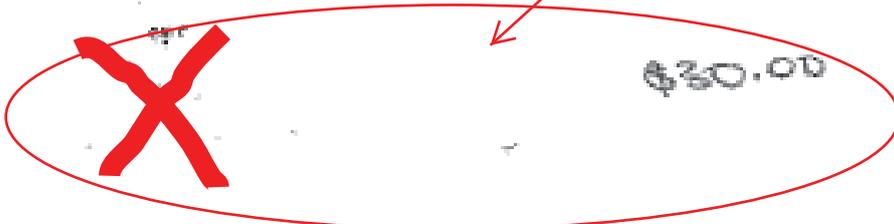
COURTESY SLIP

TERMINAL ID: 37156188
MERCHANT ID: 315799433071563
DATE TIME: 04/18/13 09:29

DRIVER ID: 5601746
TARE NO.: 000123

PICKUP: CITY
DESTINATION: OFFICE

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



\$30.00