



TRANSACTION DECLARATION

This form should be used for Credit Card Transactions and/or Expense Reimbursements where there is no tax invoice or receipt.

I hereby certify that I have incurred the following University related expenditure for which I have not been able to obtain original tax invoices/receipts, in accordance with the UNSW Policy and Procedure:

Expense Reimbursement

or Credit Card	Date	Supplier	Price (excl)	GST	Total
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Project Details:

Description of Item:

Nature & Purpose of Purchase:

Reason for no supporting:

Project Details:

Description of Item:

Nature & Purpose of Purchase:

Reason for no supporting:

Project Details:

Description of Item:

Nature & Purpose of Purchase:

Reason for no supporting:

Project Details:

Description of Item:

Nature & Purpose of Purchase:

Reason for no supporting:

Project Details:

Description of Item:

Nature & Purpose of Purchase:

Reason for no supporting:

Please sign on the next page

Card or Expenses	Date	Supplier	Price (excl)	GST	Total
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Project Details:

Description of Item:

Nature & Purpose of Purchase:

Reason for no supporting:

Project Details:

Description of Item:

Nature & Purpose of Purchase:

Reason for no supporting:

Project Details:

Description of Item:

Nature & Purpose of Purchase:

Reason for no supporting:

Project Details:

Description of Item:

Nature & Purpose of Purchase:

Reason for no supporting:

Project Details:

Description of Item:

Nature & Purpose of Purchase:

Reason for no supporting:

If this relates to an Expense Reimbursement please attach proof of payment:

Credit Card Number
(if applicable):

Date:

Employee Name:

Manager/Supervisor Name:

Signature:

Signature: