

At the end of each month end complete this check list to ensure you are correctly submitting reports and providing the correct documentation.

Checklist		Tick box	
1	Business purpose per transaction provided	YES	NO
2	Tax invoices provided for each transaction NOTE: A tax invoice must be provided for each transaction >\$100 Statutory declarations will only be accepted for each transaction <\$100.	YES	NO
3	If NO for question 2, a duplicate tax invoice must be obtained from the supplier for each transaction >\$100	YES	NO
4	Is there AIRFARE or ACCOMMODATION expenditure?	YES	NO
5	If YES , a Travel Diary has been completed for each trip (Form 570)	YES	NO
6	Is there any ENTERTAINMENT or STAFF MEALS expenditure?	YES	NO
7	If YES , a listing of the attendees (including whether they are an employee, business guest or guest) has been input into Concur	YES	NO
8	Are there any Australian Tax Invoices where GST is less than 10% of the total invoice?	YES	NO
9	If YES has the invoice been itemised	YES	NO
10	Does the card holder's supervisor require invoices to be attached to the Concur report?	YES	NO
11	If YES have the receipts been uploaded to the expense report using either a scanner or the facsimile facility?	YES	NO
12	Has the Concur report been submitted to the supervisor for approval?	YES	NO
13	Have you printed a Murdoch Receipt Report with itemisations, attached the original receipts, ANZ Visa statement, any travel diaries and statutory declarations and sent them to OFPR?	YES	NO