

Missing supporting document declaration (MSDD)

Important information

- **Declaration limit: AUD 200**
- **One MSDD per transaction**

Purpose

The University of Queensland (UQ) requires all expenditure to be supported by appropriate documentation. UQ's preferred documentation is a tax invoice or official receipt from the supplier. In some circumstances it may not be possible to obtain these documents. For Australian based expenditure, GST can only be claimed back by UQ when supported by a valid tax invoice. Not providing this documentation comes at a cost to UQ.

This MSDD is to be used when a tax invoice, receipt or other original documentation relating to a corporate credit card transaction or business expense claim has been lost, destroyed or is otherwise unobtainable.

The completed MSDD must be attached to the corporate credit card reconciliation and acquittal or expense claim.

For more detail refer to UQ Policy and Procedure [Outgoing Payments](#).

Details

Cardholder/claimant name	
Declaration value must not exceed AUD 200. If over, a statutory declaration must also be attached.	
Supplier name and contact details	
Supplier ABN (Australian suppliers)	
Date of expenditure	
Expenditure description & business purpose	
Why is the supplier unable to provide a tax invoice or official receipt? NOTE: Please include details of attempts to contact the supplier.	
What other supporting documentation can you provide as proof of purchase? (please attach)	

How many times have you submitted a MSDD in the last 12 months?

This is the first time

Please familiarise yourself with the UQ Policy and Procedure [Outgoing Payments](#)

This is the second time

Please undertake the [Expense Management System](#) training.

This is the third time

Your corporate credit card will be suspended for 3 months and/or your expense claims will be subject to additional audit review.

NOTE: UQ recommends the use of the ExpenseMe Pro smartphone app to capture photos of receipts for corporate credit card transactions or to make an expense claim. The ExpenseMe Pro app is available on the [App Store](#) or [Google Play](#).

Declaration

I certify that these expenses were incurred by me in the course of performing official UQ business and declare that no other reimbursement for this same expense has been or will be sought at any time.

Cardholder/claimant signature

Date

I am satisfied the cardholder/claimant has taken all reasonable measures to obtain a tax invoice or other appropriate supporting documentation for this expenditure. I confirm that they have undertaken the steps indicated above to improve their understanding of UQ's policies and procedures.

Supervisor name, position and contact details

Supervisor signature

Date