



University of Technology, Sydney

Substitute Receipt

(To be used where an external Receipt or Invoice is unable to be supplied)

To: _____
(Name of Approving Manager)

From: _____

The following expense was incurred by me and I am not able to provide original receipts for the reason stated below:

Date	
Supplier	
Details of Expenses	
Amount	
Reason for non-supply of Receipt	

I confirm that if the receipt should come into my possession after I have completed and submitted this declaration, I will supply the receipt to FSU to be attached to my claim. I understand that failing to provide a Tax Invoice will result in UTS not being able to claim the GST. In this case, my organisational unit will be charged the gross amount (being the net plus GST).

Signed: _____ Date: _____

Approval

I am the approving Manager for the Staff Member noted above. I have satisfied myself that the expenses claimed are a legitimate charge to the University and the reason for the non-availability of receipts is valid.

Signed: _____ Date: _____
