



**BROADCAST**AUSTRALIA

a bai communications company

## LOST RECEIPT DECLARATION FORM

### LOST RECEIPT

The claimant is required to use best endeavours to obtain duplicate receipts (such as contacting supplier). If a duplicate receipt cannot be obtained, the claimant must submit this signed form with their expense claim or credit card submission in order for reimbursement to be processed.

**PLEASE NOTE:** You must fill out one form per lost receipt. This form is not meant to replace obtaining duplicate receipts.

I, \_\_\_\_\_ hereby declare the following:

- I have lost or accidentally destroyed the original receipt;
- I have used best endeavours to try and obtain such documentation without success by all the available methods to me;
- I have not and will not use this receipt (if found) to claim reimbursement from any other source, or to support any claim for income tax deductions in the future;
- I have correctly coded the expense and confirm that these expenses were entirely work related and necessary in carrying out my duties as a claimant under the terms and conditions of my contract; and
- In the absence of a tax receipt, I acknowledge that Broadcast Australia will not be able to claim a refund for any GST paid and that the business will be charged for the full amount of this transaction.

A detailed list of the goods or services purchased is as follows:

Supplier Name: \_\_\_\_\_  
(Name of store, hotel, airline, restaurant, etc.)

Date of Purchase: \_\_\_\_\_

Amount of Purchase: \_\_\_\_\_

Description of goods/services purchased: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Printed Name of Claimant

\_\_\_\_\_  
Manager Name

\_\_\_\_\_  
Signature of Claimant

\_\_\_\_\_  
Manager Signature

Date: \_\_\_\_\_

Date: \_\_\_\_\_