

## **Credit Card Expenditure (1 May 2019 – 31 May 2019)**

### **Minister Ridgway MLC and Ministerial Staff**

<b>Name</b>	<b>Total Cost</b>
Minister David Ridgway MLC	\$78.00
Scott Kompo-Harms	NIL
Cecilia Schutz	NIL
Rowan Thomas	NIL
Aaron Duff	NIL

Approved for publication – 4 July 2019



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Department for Trade, Tourism &  
Investment (SA)

## Card Statement Report

ANZ Visa International statement for 01-05-2019 to 31-05-2019

Submitted by: RIDGWAYD

Employee Name: David Ridgway

Card Account Number:

Date	Merchant	Transaction Description	Foreign Currency	Expense Amount
27-05-2019	BAMBU SOUTH MELBOURN	BAMBU SOUTH MELBOURN SOUTH MELBOUR 00036		AUD 48.00
27-05-2019	JETSTAR	JETSTAR ADELAIDE AIRP 00036		AUD 30.00
Statement Total				AUD 78.00

CommonwealthBank



JETSTAR AIRWAYS P/L  
ADELAIDE AIRPORT SA

CUSTOMER COPY

CARD NUMBER  
EXPIRY DATE  
VISA CARD  
VISA CREDIT  
CREDIT

PURCHASE \$30.00

TOTAL AUD \$30.00

APPROVED 00

23 MAY 2019 12:10

TERMINAL ID

REFERENCE

AUTH NUMBER

AID

ATC 0028 TVR

CSN 00 TC C853A81144488E04

Jetstar

RECEIPT / TAX INVOICE

1018323

Name

RIDEWAY/JOHN

TOTAL \$A INCL. GST

Flight Number

767

Date

23/5/19

\$ 30.00

Payment for

☐ Excess Baggage

Payment Type

☐ Cash

☐ Bike Box

☐ EFTPOS

☒ Other CBK3

☒ Credit Card

Jetstar Airways, ABN 33 069 720 243  
Form No. 91H00017

GER7C

MC VI AX DI BC

# Substitute for Missing Merchant Dockets & Invoices



Government of  
South Australia

**(A separate form is required for each missing docket / invoice)**

**This form to be utilised where:-**

1. The Cardholder has a disbursement on their ANZ Expense Manager System, but the Cardholder is not able to provide a Merchant Docket and Tax Invoice to support the disbursement.
  2. The Cardholder's line Manager or Director:-
    - is virtually certain that the disbursement was incurred for the department's business.
    - has sighted the transaction appearing on the Cardholder's ANZ Expense Manager System.
  3. All efforts to obtain a tax invoice have been exhausted.
- Failure to obtain a tax invoice and merchant docket may prevent the department from recovering the GST Input Tax Credit.

**The Cardholder is to complete all required details and sign the Declaration at the foot of this form.**

<b>Name of Cardholder</b>		<b>Date of Transaction</b> (Showing on ANZ Monthly Report)
David Ridgway		27/05/2019
<b>Name of Supplier / Merchant</b>		<b>Amount in Foreign Currency</b> (If Applicable)
Bambu South Melbourne		
<b>Description of the Disbursement</b> (If the disbursement is for Entertainment Expenses, particulars of attendees & organisation are to be included.)		<b>Foreign Exchange Rate</b> (If Applicable)
Meals – Interstate Travel for work purposes		
<b>ALLOCATION GL Object Code or Project Description</b>	<b>GL Account Code</b>	<b>Amount in \$AUS</b>
Meals – Domestic Travel	8 8 8 2 9 2 1 1 4 6 8 6 0 3	\$48.00

## **Declaration by Cardholder:**

1. I hereby acknowledge receipt for the above mentioned goods and/or services.
2. I certify the above disbursement was necessarily incurred for the department.
3. It is acknowledged the department, may in certain instances, obtain a copy of the missing documentation from either Visa Credit Card Services or from the Supplier.
4. It is acknowledged where a Tax Invoice is unable to be provided to support the disbursement, the value of GST Input Tax Credits may not be able to be claimed and hence that amount will be a direct cost of incurring the expenditure.
5. A receipt is not able to be tendered because:- *[Delete inapplicable sub-clauses]*
  - a. the goods or services are of a type where a merchant docket / supplier's tax invoice cannot reasonably be expected to be provided by the supplier.
  - b. the merchant docket / supplier's tax invoice has been lost.
  - c. other reasons *[Please Specify]*: .....

<b>Signed by Cardholder</b>		<b>Date:</b> 10/6/19
<b>Authorisation by Cardholder's Line Manager or Director</b>		<b>Date:</b> / /

**This form is to be attached to the transaction in ANZ Expense Manager System**

To provide any feedback, including omissions, error or general comment on this document, email the feedback details to the [DISFinance@sa.gov.au](mailto:DISFinance@sa.gov.au) mailbox.

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Department for Trade, Tourism &  
Investment (SA)

Card Statement Report

ANZ Visa International statement for 01-05-2019 to 31-05-2019  
Submitted by: KOMPO-HARMSS  
Employee Name: Scott Kompo-Harms  
Card Account Number:

Date	Merchant	Transaction Description	Foreign Currency	Expense Amount
			Statement Total	0.00

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Department for Trade, Tourism &  
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## Card Statement Report

ANZ Visa International statement for 01-05-2019 to 30-05-2019

Submitted by: SCHUTZC

Employee Name: Cecilia Schutz

Card Account Number: •

Date	Merchant	Transaction Description	Foreign Currency	Expense Amount
			Statement Total	0.00



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Department for Trade, Tourism &  
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## Card Statement Report

ANZ Visa International statement for 01-05-2019 to 31-05-2019

Submitted by: THOMASR

Employee Name: Rowan Thomas

Card Account Number

Date	Merchant	Transaction Description	Foreign Currency	Expense Amount
			Statement Total	0.00

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## Card Statement Report

ANZ Visa International statement for 01-05-2019 to 31-05-2019

Submitted by: DUFFA2

Employee Name: Aaron Duff

Card Account Number:

Date	Merchant	Transaction Description	Foreign Currency	Expense Amount
			Statement Total	0.00