



UNAVAILABLE DOCUMENTARY EVIDENCE DECLARATION

INSTRUCTIONS:

This form is not to be used for Staff Reimbursement Claims. (Please use a [Statutory Declaration](#) for Staff Reimbursements). This declaration must be completed in accordance with [UniSA Credit Card Policy](#).

1. This declaration must be completed by the cardholder.
2. This declaration must be attached to the expense in Promaster.
3. All transactions related to this declaration must be coded as 'F' in ProMaster as GST cannot be claimed.

CARDHOLDER'S DECLARATION

In accordance with UniSA Credit Card Policy,

I, _____
(cardholder's name)

of _____
(Unit/Institute)

declare that I have incurred the following University Corporate Credit Card expenses for which I am unable to provide documentary evidence.

Transaction Date	Detailed Description of Purchase/Expense	Merchant	Amount in Local Currency	Local Currency	Amount in AUD

I declare that documentary evidence related to these University Credit Card expenses was (please tick):

Lost or Not Provided