

# Missing Supporting Documentation Declaration MSDD

The University of Queensland requires all expenditure to be supported by appropriate documentation as outlined in [PPL 9.40.02 7.5 GST & Supporting Documentation Requirements](#), however it is acknowledged that in some circumstances this may not be possible. In these extenuating circumstances details of the expense must be declared by the person who incurred the expense. Please submit one declaration per claim/reconciliation.

For more information please refer to [PPL 9.40.02 7.5.1 Missing Supporting Documentation Declaration](#)

Claimant's Name

Declaration Total AUD Value

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**I declare that the following expenses were incurred by me, in the course of performing official University business:**

Please select the reason from the list:

Value

Currency

Supplier details (including ABN):

Expense Description:

Business Purpose:

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Please select the reason from the list:

Value

Currency

Supplier details (including ABN):

Expense Description:

Business Purpose:

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Signature

Date

\*\*\* If there is insufficient space please attach additional details \*\*\*