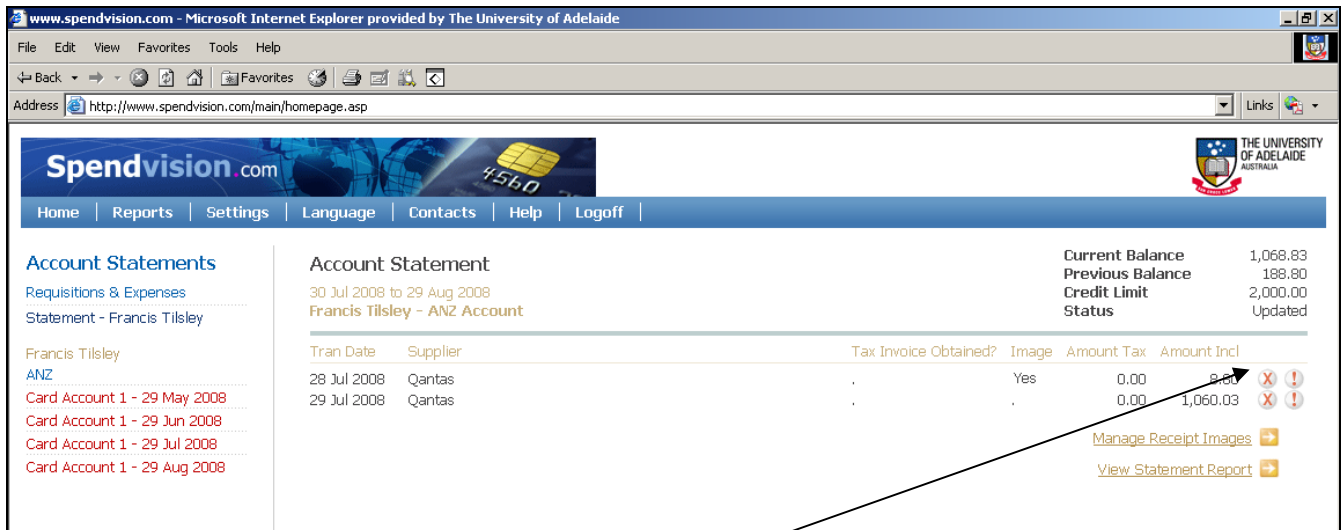


Qantas \$8.80 Online Booking Fee Acquittal

The following topic demonstrates how to acquit the Qantas \$8.80 Online Booking Fee.

Step	Action
1.	The transaction for the Qantas \$8.80 Online Booking Fee should then be linked to the related Approved Travel Requisition. Our next step is to Acquit the transaction.



www.spendvision.com - Microsoft Internet Explorer provided by The University of Adelaide

Address: http://www.spendvision.com/main/homepage.asp

Account Statements

Requisitions & Expenses

Statement - Francis Tilsley

Francis Tilsley

ANZ

Card Account 1 - 29 May 2008

Card Account 1 - 29 Jun 2008

Card Account 1 - 29 Jul 2008

Card Account 1 - 29 Aug 2008

Account Statement

30 Jul 2008 to 29 Aug 2008

Francis Tilsley - ANZ Account

Tran Date	Supplier	Tax Invoice Obtained?	Image	Amount Tax	Amount Incl
28 Jul 2008	Qantas	.	Yes	0.00	8.80
29 Jul 2008	Qantas	.	.	0.00	1,060.03

Current Balance 1,068.83

Previous Balance 188.80

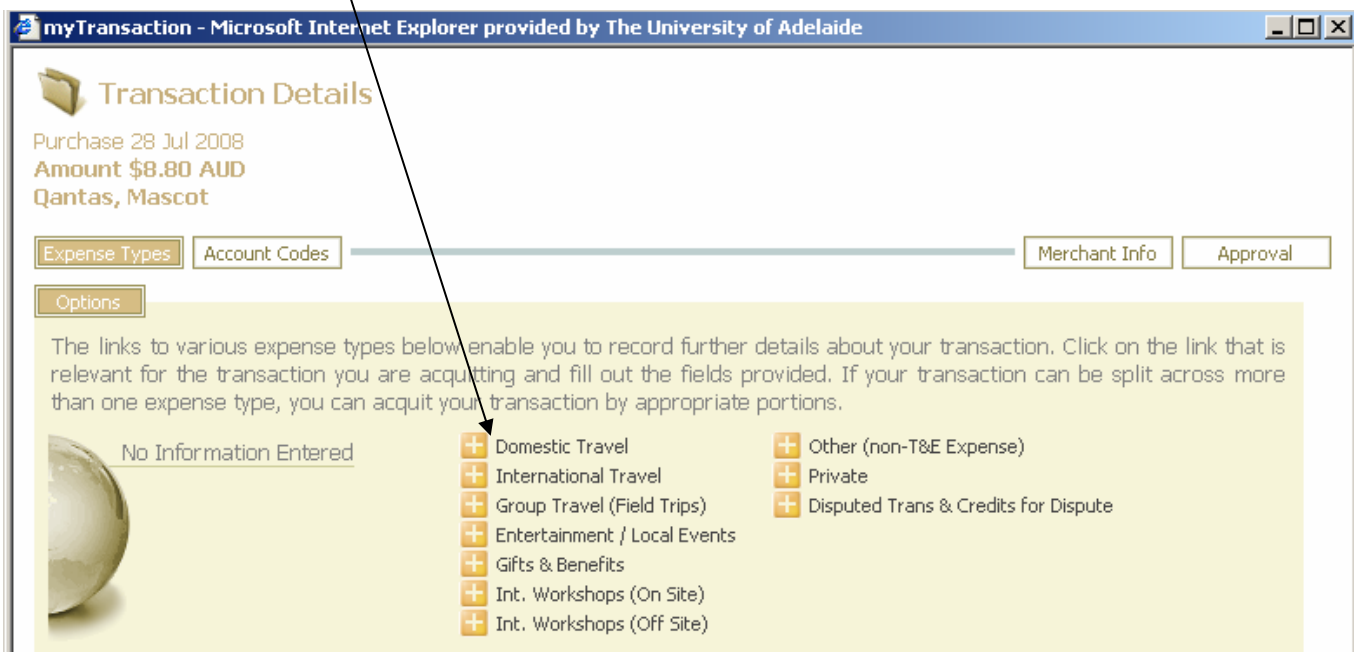
Credit Limit 2,000.00

Status Updated

Manage Receipt Images

View Statement Report

Step	Action
2.	Click the Description Required link. The below Expense Types Options screen is displayed.
3.	Click the Domestic Travel link.



myTransaction - Microsoft Internet Explorer provided by The University of Adelaide

Transaction Details

Purchase 28 Jul 2008

Amount \$8.80 AUD

Qantas, Mascot

Expense Types Account Codes Merchant Info Approval


Options

The links to various expense types below enable you to record further details about your transaction. Click on the link that is relevant for the transaction you are acquitting and fill out the fields provided. If your transaction can be split across more than one expense type, you can acquit your transaction by appropriate portions.

No Information Entered

- + Domestic Travel
- + International Travel
- + Group Travel (Field Trips)
- + Entertainment / Local Events
- + Gifts & Benefits
- + Int. Workshops (On Site)
- + Int. Workshops (Off Site)
- + Other (non-T&E Expense)
- + Private
- + Disputed Trans & Credits for Dispute

- | | |
|----|---|
| 4. | Click in the GST AUD Amount field., enter the GST component into the GST AUD Amount field. e.g. 0.80 . GST on the Qantas \$8.80 Online Booking Fee can be claimed as the Tax Invoice is provided directly to Financial Services. |
|----|---|



Transaction Details

Purchase 28 Jul 2008
Amount \$8.80 AUD
Qantas, Mascot

Merchant Info Approval


Expense Types Account Codes

Options Allocation

This link is used for the acquittal of card transactions incurred during and in relation to Domestic Travel. This link can also be used to acquit expenses for local conference fees, taxi / parking, expenses deemed not travel related.

GST AUD Amount	<input type="text" value="0.80"/>	=	<input type="text"/>	?
Airfares	<input type="text"/>	=	<input type="text"/>	?
Accommodation	<input type="text"/>	=	<input type="text"/>	?
Vehicle Hire	<input type="text"/>	=	<input type="text"/>	?
Conference Fees	<input type="text"/>	=	<input type="text"/>	?
Meals	<input type="text"/>	=	<input type="checkbox"/> Self <input type="text"/>	?
			<input type="checkbox"/> Associate <input type="text"/>	?
			<input type="checkbox"/> Non-staff <input type="text"/>	?
			<input type="checkbox"/> Local Staff <input type="text"/>	?
			<input type="checkbox"/> Other Uni Traveller <input type="text"/>	?
Other Transport/Park	<input type="text"/>	=	<input type="text"/>	?
Assoc Travel Costs	<input type="text"/>	=	<input type="text"/>	?
Qantas Booking Fee	<input type="text" value="8.00"/>	=	<input type="text"/>	?
Private	<input type="text"/>	=	<input type="text"/>	?
Total Allocated	<input type="text" value="8.80"/>	+	<input type="text" value="0.00"/> Other Allocations	
		=	<input type="text" value="0.00"/> Balance	

Cancel
 Undo
 Save

- | | |
|----|---|
| 5. | Next to the Amount field for the Qantas Booking Fee, click on the Transfer the balance to this amount link. The remaining exclusive transaction balance is transferred to the Qantas Booking Fee.
 |
| 6. | Click on Save. |

7.	The below Account Code Screen is displayed.
8.	NOTE: You are not required to make any changes to the assigned Cost Centre Coding. The \$8.80 Qantas Online booking Fee is centrally funded and all coding is automated.

Transaction Details

Purchase 28 Jul 2008
Amount \$8.80 AUD
Qantas, Mascot

Expense Types | **Account Codes** | Merchant Info | Approval

Bus Unit	Account	Dept ID	Campus	Program	Project	Amount Incl	Tax Code
Domestic Travel - GST AUD Amount							
Line 1	UNIID	7181	999	00	99999999	0.80	GST AUS
Domestic Travel - Qantas Booking Fee							
Line 2	UNIID	2778	806	00	15017100	8.00	GST EXCL
Line 3							
Line 4							
More..						Balance	0.00

Issuer Details: Purchase Qantas

Tax Invoice Obtained? Dispute with Bank?

Reason for Expense (Mandatory): Qantas Booking Fee

9.	Click the Yes link to confirm a Tax Invoice has been obtained. Financial Services will be obtaining the Tax Invoices relating to the charges for the Qantas \$8.80 booking fee.
10.	Click in the Reason for Expense (Mandatory) field.
11.	Enter the below comment into the Reason for Expense (Mandatory) field. Qantas Booking Fee
12.	Click the Save link.
13.	The Transaction Acquittal is now complete.
<p>Please contact Corporate Credit Card & Travel Services on ext. 33330 should you require any assistance.</p>	