

Please print on yellow paper

Department of the Premier and Cabinet

MSB004



Document Number: \_\_\_\_\_

**MINISTERIAL OFFICES  
EXPENDITURE APPROVAL**

Ministerial Office: Premiers

Financial Year: 2011/12 Urgent payment required by: 1 / 120

Return Cheque to: \_\_\_\_\_ Phone: \_\_\_\_\_

PAYG: Yes / No

VENDOR <i>(name of person/business to be paid)</i>	PARTICULARS	AMOUNT
DEPT OF FOREIGN AFFAIRS + TRADE (PASSPORT OFFICE)	DIPLOMATIC PASSPORT (L Newman)	\$ 233-00
	OFFICIAL PASSPORT (B. MYERS)	\$ 233-00
	<b>TOTAL</b> (GST exclusive)	\$
	<b>GST Amount</b>	\$
	<b>APPROVAL TOTAL:</b> (GST Inclusive)	\$ 466-00

I certify that:

- Expenditure is approved and in accordance with the Queensland Ministerial Handbook;
- All supporting documentation is attached;
- Where applicable a valid Tax Invoice is attached;
- The purpose of any travel or entertainment is related to official business (unless specifically detailed); and
- When guests are not assisting the Minister details of cost recovery are attached.

APPROVED: Signature [Signature]

Name (please print) KRISTIAN SCHWARTZ Date: 5/6/12

PREPARED BY: Name (please print) BEC McCOAN Date: 5/6/12

Phone 44363

**MINISTERIAL SERVICES OFFICER:**

I certify that:

- |   |  |
|---|--|
| * approved by competent authority;                  | * arithmetically correct;                            |
| * verification of goods supplied/services rendered; | * not previously paid;                               |
| * price or rate of charge correct;                  | * invoices/requisitions attached; and                |
| * discounts/allowances correct;                     | * expenditure is recorded against the correct codes. |

Signature: \_\_\_\_\_

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

- Claims for Domestic Travel - See Overleaf
- Procedures for Completing Expenditure Approval - See Overleaf

1/2

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Department of Foreign  
Affairs & Trade

TAX INVOICE/RECEIPT

ABN:47 065 634 525 Ph: 131 232  
00016024 10/08/2012 10:44 AM Brisbane  
Form:83254504F Diplomatic Adult  
NEOWMAN, LISA  
DOB: CTPI SEX:Female  
Despatch:27/08/2012 At 10:44 AM By  
Collect

Diplomatic Adult (GST  
Exempt) \$233.00  
Lost/Stolen Fee \$0.00  
GST \$0.00  
TOTAL \$233.00

nab EFTPOS

PASSPORTS  
BRISBANE

CUSTOMER COPY

Acquirer NAB  
Merchant ID 40407645  
Term ID BN9980  
Country Code AU  
Date/Time 10/08/12 11:08  
RRN 000425016485  
OTH MASTERCARD  
#####0002 (K)  
Credit A/C

APPROVED 08  
AUTH ID 034859  
PURCHASE \$233.00  
TOTAL AUD \$233.00

PLEASE RETAIN AS  
RECORD OF PURCHASE

RTI RELEASED