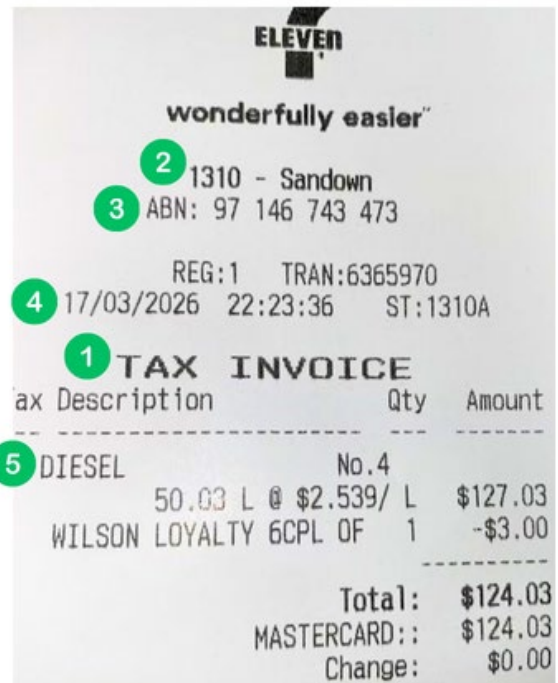


What is a tax receipt or invoice?

Any business that takes your money in exchange for goods or services is legally obliged to give you a tax receipt.

Tax invoices must include the following:

1. the words 'tax invoice' or 'tax receipt'
2. the business name
3. the seller's Australian business number (ABN)
4. the date the invoice was issued
5. a brief description of the items sold, including the quantity (if applicable) and the price



Tax invoices/receipts commonly used for travel assistance claims:

1. Travel

When you are driving to the correctional centre:

Receipts for fuel – these are the till receipts you get from the cashier when you pay for fuel.

When you are taking a train, bus or taxi:

Your bus or train **ticket** is the receipt

For taxis, please ask the driver for a tax receipt

2. Accommodation

The tax receipt is what you are given when you pay for the accommodation. A booking confirmation is not a tax receipt.

Why does CRC need tax receipts?

This is not to prove that you visited the correctional centre. We need tax receipts because the Travel Assistance program is funded by the Department of Communities and Justice (DCJ). Whenever we spend Government money, we have to be able to prove that we spent it on the things it is approved for.

Accommodation Tax Invoice example

1. the words 'tax invoice' or 'tax receipt'
2. the business name
3. the seller's Australian business number (ABN)
4. the date the invoice was issued
5. a brief description of the items sold, including the quantity (if applicable) and the price



Property: Bathurst Family motel 2

Address: 45-51 Bounty Rd Bathurst, NSW 2796, Australia

ABN: 30655881244 3

Phone: 0269 472 666

Email: admin@bathurstfamilymotel.com.au

Tax Invoice 1

Tax Invoice Number: 19685

Invoice Date: 04 Sep 2024

Due Date: 23 Sep 2024

Invoice Status: Pending

Payment Date:

Booking Details		Invoice To	
Res ID	2958500	Name	Jane Doe
Channel	Booking by Property	Email	janebella67@hotmail.com
Channel Ref	-	Phone	0414 934 462
Source	Phone	Country	Australia
Status	Modified		
Modified Time	03 Aug 2024 11:30:37		
Arrival	04 Sep 2024		
Departure	06 Sep 2024		
No. of Nights	1		
Payment Method	Credit Card, MasterCard, 5382, Jane Doe		

Room Details

Guest : Jane Doe
 PH: 0414 934 462
 Email : janebella67@hotmail.com

Roomtype 1	Room Num	Date	No. Adults	No. CHD	Amount
Family Room	12	04 Sep 24	2	1	253

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Invoice Details

Description	AUD : Amount
1 Accommodation (Check-in: 04 Sep 2024, Check-out: 06 Sep 2024)	253.00
	Total Amt: 253.00
	GST(Included): 23.00
Average Amt Per Day: 253.00	Balance: 253.00

Terms and Conditions

Bank Account Name : Garrett Corp Pty Ltd
 BSB : 064 626
 Account Number : 1025 0807
 Bank Name : Commonwealth Bank

Payment terms : 14 Days.