



HOW TO GUIDE

DATE GUIDELINES FOR COMMUNICATIONS WORK EXPENSES

The **Goods/Services Received Date** should reflect the closest possible date to the one that the goods or services were rendered.

For printed advertisement invoices:

1. If an advertisement date has been provided on the invoice, use this date. If the invoice description is only showing the month (e.g., advertising for March 2023) and no specific date, use the first of the month (e.g., 01/03/2023). If the advertisement is a monthly edition, then use the first of the month each edition relates to. In this example, the associated description that is input in the claim for the expense item should be "1 Printed item 1 Mar 23".
2. If the advertisement's print or publication date appears on the final sample that is provided with the claim, use this date.
3. If no date of service is provided on the invoice, use the date of the invoice as the Goods/Services Received Date.

The screenshot shows a form with the following fields and values:

- Goods/Services Received Date: 01/06/2022
- Expense Category: Office Services
- Expense Type: Communication
- Work Expense: Printing and Communications
- Pre-approval Assessment Completed: Postage for Official Duties - Senior Opposition Office Holder and Leaders of Minority Party
- URL: Regional Radio Broadcasting Services
- Goods/Services Description: Residential Internet Services (Remuneration)
- Available Budget: Residential phones (Remuneration)
- Gross Amount: SMS broadcasting and survey services (office expenses)
- Includes GST: Data products and data validation services for communication with constituents (office exp...)
- Net Amount: Printing and Communications
- GST Amount: Interactive Voice Response phone surveys (office expenses)

For printing/design/web-design/software invoices:

1. If a date of service has been provided on the invoice, use this date.
2. If the Invoice states a length of service, e.g., Design work from 1 April 2023 to 31 May 2023, the Goods/Services Received Date would be 1 April 2023, when the service commenced. In this example, the associated description for the work expense that is input in the claim for the expense item should be "Design costs 1 Apr to 31 May 23".
3. If no date of service is provided on the invoice, use the date of the invoice as the Goods/Services Received Date.

For web-services invoices (including website domain registration, hosting and maintenance expenses):

1. If a date of service has been provided on the invoice, use this date.
2. If the Invoice states a length of service, e.g., website hosting for 2 years commencing from 1 April 2023, the Goods/Services Received Date would be 1 April 2023, when the service commenced. In this example, the associated description for the work expense that is input in the claim for the expense item should be "Web-services 1 Apr 23 to 31 Mar 25".
3. If no date of service is provided on the invoice, use the date of the invoice as the Goods/Services Received Date.

For distribution invoices:

1. If a date of service has been provided on the invoice, use this date.
2. If the Invoice states a length of service commencing from 15 April to 30 April 2023, the Goods/Services Received Date would be 15 April 2023, which is when the service commenced. In this example, the associated description that is input in the claim for the expense item would be 'Distribution 15 Apr to 30 Apr 23'.
3. For Australia Post monthly invoices (e.g. for the April 2023 monthly invoice which has a service period of 1 April to 30 April 23) – Always use the first date the monthly service commenced, e.g. 1 April 2023. In this example, the associated description for the work expense that is input in the claim for the expense item should be "Distribution 1 Apr to 30 Apr 23".
4. If no date of service is provided on the invoice, use the date of the invoice as the Goods/Services Received Date.



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For e-material (digital/online advertising) invoices:

1. If a date of posting has been provided on the invoice, use this date.
2. If the Invoice states a length of service commencing from 15 April to 30 April 2023, the Goods/Services Received Date would be 15 April 2023, which is when the service commenced. In this example, the associated description that is input in the claim for this expense item would be "e-material 15 Apr to 30 Apr 23".
3. If no date of posting is provided on the invoice, use the date of the invoice as the Goods/Services Received Date.

Some examples:

Meta/Facebook

Contains a listing of posting dates – Use the first date the service commenced, which will be the first listed posting date that appears in the individual post transaction list on the full Meta/Facebook invoice that is provided with the claim.

Australia Post

Monthly invoice (1 April to 30 April 23) – Always use the first date the monthly service commenced, 1 April 2023.

Advertising in general

Use the dates the advertisement was printed or published as the Goods/Services Received Date. If it is a monthly edition of a printed publication, use the 1st of the month.

Monthly Advertising Statement/Invoice

Use the dates that the advertisement was printed/published.

For further information and support:

MaPS

Non-travel related work expenses and HR services and advice.

 maps.finance.gov.au

IPEA

Travel related advice, travel claim or reporting enquiries relating to parliamentarians and their employees.

 ipea.gov.au