



HELP GUIDE

DATE GUIDELINES FOR COMMUNICATIONS WORK EXPENSES

The **Goods/Services Received Date** should most closely reflect the date the goods or services were provided, as it determines the relevant financial year for allocating the expense to the annual office budget.

The following guidelines can assist in determining the Goods/Services Received Date for invoices under the **Printing and Communications Work Expense** such as printed and digital/electronic advertisements, website services and content creation and/or design services.

1. If a date of advertisement/service has been **provided** on the invoice, use this date.
2. If the advertisement's print or publication date appears on the **sample** provided with the claim, use this date.
3. If the invoice description **only specifies the month** (e.g. advertising for March 2026) and no specific date, use the first day of the month (e.g. 01/03/2026). See '*Advertising in general*' section below.
4. If the invoice **specifies a service period** (e.g. website hosting for 1 year from 15 April 2026), use the date when the service commenced (e.g. 15/04/2026).
5. If **no date** of service is given, use the invoice date.
6. If an invoice includes **incidental fees or charges**, such as bank transaction fees, processing fees, or other charges that are directly related to the **primary goods or services**, the **same Goods/Services Received Date** must be used for all expense lines within the claim. For example, if an advertising invoice is dated 1 April 2026 and includes a bank transaction fee applied on 3 April 2026, the Goods/Services Received Date for both expense lines in the claim should be 01/04/2026.

Note: It is recommended that the length of the service is included in the "**Goods/Services Description**" field of the claim (e.g. '*Distribution 1 Jan to 31 Jan 26*', '*Web-services 15 Apr 26 to 14 Apr 27*').

Examples:

Meta/Facebook:

Within the '*Campaign*' listing on the invoice – Use the earliest date shown. For example, if an invoice states: '*from 16 Feb 26*', use an expense date of 16/02/26.

Australia Post:

Monthly invoice (e.g. 1 April to 30 April 26) – Always use the first date the monthly service commenced, 1 April 2026. For example, if an invoice states: '*Total Supply this Period Ending 30/04/2026*', use an expense date of 01/04/26.

Monthly Advertising Statement/Invoice:

Use the dates that the advertisement was printed/published.

Advertising in general:

Use the dates the advertisement was printed or published as the Goods/Services Received Date. If there are multiple advertisement dates, use the earliest date.

If the advertisement relates to a monthly edition, use the first day of the month that each edition relates to, unless the claimant is aware the publication was released on a specific date.

Last updated: March 2026

For further information or support

Contact the MaPS Help Desk for enquiries regarding Office Expenses or HR Payroll.



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