**\* ONLY USE THIS INVOICE IF YOU HAVE AN ABN AND ARE REGISTERED FOR GST \***

**Company/Name** TAX INVOICE

**ABN Number:**

|  |  |
| --- | --- |
| Address Line 1  Address Line 2  Address Line 3 | **INVOICE DATE:**  **INVOICE No:** |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Bill To:**  Australian Fisheries Management Authority  15 Lancaster Place  Majura Park, ACT 2601 | | | **For:**  **SUMMARY OF GOODS AND SERVICES PROVIDED** | | | | | | |
| **DESCRIPTION** | | | | | | **AMOUNT** | **GST** | **TOTAL** |
| **RAG** | **Date** | | **Location** |  |  |  |  |  |
| *Eg SharkRAG* | *14 May 2019* | | *Hobart* |  |  |  |  |  |
|  |  | |  |  |  |  |  |  |
|  |  | |  |  |  |  |  |  |
|  |  | |  |  |  |  |  |  |
| **Sitting fees** |  | |  |  |  |  |  |  |
| Days/hours | Rate\* | |  |  |  |  |  |  |
| *Eg 2 days* | *$418/day* | |  |  |  | *$836.00* | *$83.60* | *$919.60* |
|  |  | |  |  |  |  |  |  |
|  |  | |  |  |  |  |  |  |
|  |  | |  |  |  |  |  |  |
| **Travel & Expenses\*\*** |  | |  |  |  |  |  |  |
| Taxi |  | |  |  |  |  |  |  |
|  |  | |  |  |  |  |  |  |
| Parking |  | |  |  |  |  |  |  |
|  |  | |  |  |  |  |  |  |
| Meals |  | |  |  |  |  |  |  |
|  |  | |  |  |  |  |  |  |
| Other |  | |  |  |  |  |  |  |
|  |  | |  |  |  |  |  |  |
| Vehicle - |  | |  |  |  |  |  |  |
| Km travelled (direct route)  Mileage rate c/km – 68 c/km | | | | | |  |  |  |
|  |  | |  |  |  |  |  |  |
|  |  | |  |  |  |  |  |  |
|  |  | |  |  |  |  |  |  |
| Total due within 30 days. |  | | **TOTAL** | | |  |  |  |

\* RAG Chairs are entitled to claim $240 / hour up to $1800 / day (plus GST)

Scientific Members are entitled to claim $200 / hour up to $1500 / day (plus GST)

All other members are entitled to claim $55.70 / hour up to $418 / day (plus GST)

For meetings < five hours the hourly rate should be used and for meetings > five hours, the daily rate should be used.

\*\* Please attach copies of receipts for expenses with this invoice.