

Export Market Development Grants

GUIDE TO RECORD KEEPING

EXPENSES - What you need to provide to substantiate your claimed expenses:

EXPENSE CATEGORY	EXAMPLE OF DETAILS REQUIRED	EXAMPLES OF SUPPORTING DOCUMENTS
SCHEDULE 1A: Overseas Representation	<ul style="list-style-type: none"> Up-to-date Representative's details (incl. phone, fax, e-mail, mobile) Details of activities carried out 	<ul style="list-style-type: none"> Agreement or Letter of Appointment etc. showing the relationship, role, duties, function and reporting requirements of the Rep. Evidence of activities carried out, e.g. correspondence, e-mail, reports etc. Details of remuneration of Rep., e.g. telegraphic transfers, bank transfer etc.
SCHEDULE 1B: Marketing Consultants	<ul style="list-style-type: none"> Up-to-date Consultant's details (incl. phone, fax, e-mail, mobile) Nature of project or consultancy assignment Relevant country 	<ul style="list-style-type: none"> Agreement or Letter of Appointment etc. showing the relationship, role, duties, function and reporting requirements of the Consultant Evidence of activities carried out, e.g. correspondence, e-mail, reports etc. Details of remuneration of Consultant, e.g. telegraphic transfers, bank transfer etc.
SCHEDULE 2: Marketing Visits	<ul style="list-style-type: none"> Name of person Purpose of travel Arrival and departure dates Number of days in which marketing activities were engaged in 	<ul style="list-style-type: none"> Travel agents invoices/tickets Expenses reports Travel diary/visit report for each trip Boarding passes/Passport extracts Bank statement evidencing payment
SCHEDULE 3: Communications	<ul style="list-style-type: none"> Communication method (e.g. fax, telephone, internet etc.) 	<ul style="list-style-type: none"> Phone bills etc. Fax copies Bank statement evidencing payment
SCHEDULE 4: Free Samples	<ul style="list-style-type: none"> Type of sample Who receives the sample Country of recipient of sample 	<ul style="list-style-type: none"> No-charge invoices/correspondence Costing records Freight documents Bank statement evidencing payment
SCHEDULE 5: Trade Fairs and Promotional Events	<ul style="list-style-type: none"> Type of activity engaged in Relevant country Supplier details 	<ul style="list-style-type: none"> Details of trade fair/seminar etc. Invoices Bank statement evidencing payment
SCHEDULE 6: Promotional Literature and Advertising	<ul style="list-style-type: none"> Type of activity engaged in Relevant country Supplier details 	<ul style="list-style-type: none"> Examples of brochures, advertisements, websites etc. Evidence of use in overseas market Invoices Bank statement evidencing payment
SCHEDULE 7: Overseas Buyers	<ul style="list-style-type: none"> Buyer's name and organisation Purpose of visit to Australia 	<ul style="list-style-type: none"> Evidence of the relationship between buyer and applicant Evidence of activities carried out during Australian visit Invoices Bank statement evidencing payment
SCHEDULE 8: IP Registration and Related Insurance	<ul style="list-style-type: none"> Describe the IP expenses (Patent Registration or Insurance etc.) Relevant country Supplier details 	<ul style="list-style-type: none"> Ownership or assignment details Supplier invoices Bank statement evidencing payments Evidence of promotion of the IP