



Finance & Business Services, Building 10C

accounts.payable@anu.edu.au

Enquires: (02) 6125 8779

Facsimile: (02) 6125 8797

Expense Reimbursement Claim

(For Staff, Students and Persons of Interest)

PART A

Name <input style="width: 90%;" type="text"/>	Uni ID <input style="width: 90%;" type="text"/>
Business Unit <input style="width: 90%;" type="text"/>	Total Amount Claimed (Including GST) <input style="width: 90%;" type="text"/>
For GST purpose, please specify a pay group: <input type="checkbox"/> STAFF <input type="checkbox"/> STUDENT <input type="checkbox"/> PERSONS OF INTEREST	
NOTE: ORIGINAL INVOICES (TAX OR OVERSEAS) MUST BE ATTACHED TO VERIFY ALL CLAIMS	

PART B Travel, Accommodation, Conference Registration and Related Expense

Full GL Charge Code	Description of items purchased	Total Amount (incl GST)	GST Free
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

PART C Subscription, Membership and General Expenses

Full GL Charge Code	Description of items purchased	Total Amount (incl GST)	GST Free
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

PART D

I declare the above costs were incurred by me in relation to approved University Activities. I was not able to use my ANU Visa Purchase Card/ or I do not have an ANU Visa Purchase Card (delete which is applicable). I confirm that these items have not been previously reimbursed or paid for by the University.

Employee Signature <input style="width: 90%;" type="text"/>	Date <input style="width: 90%;" type="text"/>
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PART E

Authorisation (Delegated Officer) <input style="width: 95%;" type="text"/>			
<input type="checkbox"/> Head of School	<input type="checkbox"/> Admin Manager	<input type="checkbox"/> Head of Budget Unit	<input type="checkbox"/> Other please specify <input style="width: 150px;" type="text"/>
Name (Block Letters) <input style="width: 300px;" type="text"/>	Uni ID <input style="width: 100px;" type="text"/>	Date <input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>