



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 Uni ID

Business Unit Total Amount Claimed (Including GST)

For GST purpose, please specify a pay group: STAFF STUDENT 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 Date

PART E

Authorisation (Delegated Officer)

Head of School Admin Manager Head of Budget Unit Other please specify

Name (Block Letters) Uni ID Date