

Expense Reimbursement Form Instructions

Use this form to claim reimbursement where you have incurred expenditure required to perform/undertake an approved activity in the course of ANU business.

If a request relates to employee travel (airfare, car, boat or train expenses), the completed approval to travel form, boarding passes and receipts needs to accompany this request.

If FBT applies to the reimbursement then an [FBT form](#) must be attached to this request and the applicable items marked 'FBT Applies' on the form.

You must attach all original receipts or tax invoices. If there are no receipts or tax invoices, generally speaking, a reimbursement cannot be made. However, in some circumstances the following will be accepted:

- Evidence to support the cost of the good/item that has been procured (e.g. a bank statement showing the expenditure as long as it can be clearly identified as the particular expense).
- The ANU missing receipt declaration outlining full detail of the purchase, its purpose, cost for purchases above \$75 ex GST.
- If your purchase is over \$75 within Australia, the supplier is required by law to issue you with a duplicate tax invoice within two weeks of you requesting a copy.
- For expenses under \$75 ex GST, you just need to be able to substantiate payment (eg. credit card statement, receipt).

Attachments

Attach all tax invoices, receipts, declarations or supporting documents related to your reimbursement claim.

Label each receipt or tax invoice with a number corresponding to the number for this line item under Part B of this form.

If the reimbursement contains a foreign currency it is the responsibility of the claimant to provide evidence of the exchange rate (For example: credit card statement, cash exchange receipt, screenshot of conversion rate etc.)

Bank Details

We will use the "Get Employee/Student" to obtain the default bank account that staff and student payments should be made in.

Staff: if your bank account details have changed you must update your bank account in Human resources Online Remote User Server (HORUS)

Students: update your bank account in Interactive Student Information System (ISIS). If you no longer have an active ISIS account (i.e. former student) you may include your bank account details on the form.