



Send completed form to invoice.workflow@anu.edu.au
Finance & Business Services, Bldg 10c
Enquiries: (02) 6125 4777

Family Name	White	First Name	John	Vendor / Uni ID	123456
Business Unit	1 Uni Ave	Phone	123456	Related Travel Request ID	Nan
Non-ANU address	1 Love Road				
Pay group (select one)	Staff	Student	Person of Interest / Visitor / Other		


[illegible]

Former Students & Visitors: MUST provide your current bank account information below. Current Staff & Students should log onto HORUS / ISIS to update their account details.

BSB	123	Account Number	123456
Name of Bank	CommnHealth	Account Name	Love

Bank Street Address	3 Uni Ave
SWIFT/BIC CODE	123456
IBAN	123456

I acknowledge I have read the instructions relating to reimbursements and that the above costs were incurred by me in accordance with ANU Policies and I have attached relevant supporting documents

Part E: DELEGATE APPROVAL <i>(It is the responsibility of the Delegate to ensure they have Financial Delegation ID 220 and the appropriate limit.)</i>					
Name of Delegate	Bob	Uni ID	123456	Job Title	Developer
Signature				Date	2021-05-22

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.