Send completed form to invoice.workflow@anu.edu.au EXPENSE REIMBURSEMENT FORM Finance & Business Services, Bldg 10c Enquiries: (02) 6125 4777 Part A: PERSONAL PARTICULARS Family Name First Name Vendor / Uni ID Related Travel Request ID **Business Unit** Phone Non-ANU address Pay group (select one) Staff Student Person of Interest / Visitor / Other Part B: EXPENSES - Invoices (Tax or overseas) MUST be attached to verify ALL claims FBT Receipt Charge Code Description of Item Purchased Total AUD incl GST Applies ewqewqe TOTAL AMOUNT AUD \$ 0.00 Former Students & Visitors: MUST provide your current bank account information below. Current Staff & Students should log onto HORUS / ISIS to update their account details. Part C: BANK DETAILS BSB Account Number Name of Bank Account Name Additional information required for foreign bank accounts Bank Street Address SWIFT/BIC CODE IBAN Part D: DECLARATION Lacknowledge 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 Date Signature Part E: DELEGATE APPROVAL (It is the responsibility of the Delegate to ensure they have Financial Delegation ID 220 and the appropriate limit.) Uni ID Job Title Name of Delegate Signature Date