



THE UNIVERSITY OF  
NEWCASTLE  
AUSTRALIA

**School of Electrical Engineering and Computing**  
**Student Reimbursement Approval for Project Purchases**

Student  
Number: \_\_\_\_\_

Student  
Name: \_\_\_\_\_

Course  
Code: \_\_\_\_\_ Sem/Year \_\_\_\_\_

Supervisor: \_\_\_\_\_

- All invoices/receipts must be attached, detailing parts and the company.
- Must not exceed \$300 without pre-approval.

PLEASE SUBMIT TO YOUR SUPERVISOR BY: \_\_\_\_\_

**ITEMISED SUMMARY**

Purchase Date	Purchase Description	Invoice Amount	Invoice Item No.
			1
			2
			3
			4
			5
			6
			7
			8
			9
			10
			11
			12
	TOTAL		

Supervisor Signature \_\_\_\_\_

**Submitting your online Reimbursement Form**

- \* Upload this approved form with your receipts.
- \* Claim your total expenses under "Other Reimbursements"
- \* Claim in one row all the items collectively purchased from Australian companies
- \* Claim in a separate row all the items collectively purchased from International companies
- \* Cost collector is 20960 - GST code is C (domestic purchases) and Z (international purchases)
- \* Contact name - Kathryn Killen or Vicki Mamantzis