School of Economics
Request for Reimbursement of Expenses

Requested By: 

Staff ID: 

Date Requested: 

Debit Fund & Project/Grant: 

Credit Person: 

Cheque: □ EFT: □ (please complete the following section)

Bank Name: 

BSB Number: 

Account Number: 

Swift Number: 
(for international payments only)

<table>
<thead>
<tr>
<th>Reason for Reimbursement</th>
<th>Cost (Excl GST)</th>
<th>GST</th>
<th>Total Cost (Incl GST)</th>
</tr>
</thead>
<tbody>
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Please attach all relevant receipts to the back of this form and return completed form to drop box outside Room 223.

Office Use Only

Date APO1 Prepared
For those requesting reimbursement, please:

1) Check that the invoice has not previously been paid and that it has an invoice number and invoice date;

2) Check that the invoice is an original invoice and not a statement/delivery docket;

3) Ensure invoice does not relate to personal expenditure or to personal business interests;

4) For payment of invoices where no ABN has been provided, a Statement by Supplier form is required to be completed. If in doubt over the validity of an ABN, check on www.abr.gov.au website;

5) Travel Reimbursements – All original invoices and receipts to be attached. The claimant has also certified that the transactions on this form were incurred for business related expenses and they have not previously been claimed.

6) If the invoice relates to entertainment, identify the percentage of staff to non-staff to determine the portion which relates to FBT.

7) Please state if this is work related or social and its purpose e.g. conference, meeting, business lunch. If there is alcohol involved, please record this also.

**FBT EXAMPLE:**

On a restaurant bill of a $100, please specify on this form the percentage of staff and non-staff attending function:

<table>
<thead>
<tr>
<th>Description of Goods/Service</th>
<th>Cost Excl GST</th>
<th>GST</th>
<th>Gross Amount</th>
<th>Fund</th>
<th>Dept ID</th>
<th>Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food (25% Staff) Function</td>
<td>$22.73</td>
<td>$2.27</td>
<td>$25.00</td>
<td>OP001</td>
<td>FBS121</td>
<td></td>
</tr>
<tr>
<td>Food (75% Non-Staff) Function</td>
<td>$68.18</td>
<td>$6.82</td>
<td>$75.00</td>
<td>OP001</td>
<td>FBS121</td>
<td></td>
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