



# Expense Reimbursement Form

- This Form is to be used by employees when entering claims on behalf of others as well as when making claims for students for reimbursement of business-related expenses or other types of student refunds.
- Receipts, tax invoices and other relevant documentation must be attached to this form.
- Use the MV2 Private Vehicle Mileage Form if claiming motor vehicle expenses on a privately owned vehicle used for UNSW business purposes ( MV2 Form).

## 1. CLAIMANT DETAILS

Name:

Claim Description :

Employee ID/Student ID:

School/Dept/Unit Name :

## 2. CLAIM DETAILS

*.Please group similar expenses, ie, taxis, accommodation, meals etc.*

Item Description	Why was the purchase made?	Foreign Currency Amount:	AUD Amt (incl GST)
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*Transport – airfares, taxis, bus fares etc:*

*Accommodation:*

*Meals/Entertainment – food & drink, catering etc. Indicate No. of Employees, Students, Family, Other:*

*Other:*

**TOTAL**

### 3. CHARGE CLAIM TO:

Percent:      Fund:              Department:              Project Code:              Project Name:

### 4. STUDENT PAYMENT DETAILS:

*This section is to be completed by students only. Employees don't need to complete.*

Tick a Payment Method – Overseas Wire payments are not available

**EFT**

Bank Name:

Branch Name:

BSB:

Bank Account Number:

**Overseas Draft**

Address:

Country:

### 5. CLAIMANT DECLARATION:

I declare that:

1. The expenses were for UNSW business purposes only and in accordance with UNSW policy.
2. All receipts and tax invoices are attached.
3. This is the only claim I have made, or will make, for these expenses.
4. Student payment details (if provided) are correct.

**Claimant's Signature:**

**Date:**

**Supervisor Name:**

**Supervisor Signature:**

**Date:**

*Approval by a Financial Delegate will be done in NS Financials. Forward to your School/Unit Administrator for entry into NS Financials.*