

This form is to be used where a non-staff & student is claiming a reimbursement of receipted expenses for payment to an overseas bank account.															
Claimant's name:											Invoice currency	<i>.</i> .			
Admin/Finance officer's name:					Sc	chool/Faculty	ty:				Student ID (if ap	plicable):			
Claimant's address (full street address):															
Description of claim:															
Details of claim - A tax compliant invoice is required for expenditure \$82.50 and over. Claims must be made within 12months of the expense date.													-		
Description						С	Opal unit	Site	Fund	Function	Account	Project	FFT	Amount (incl GST)	GST
,															
BANK ACCOUNT DETAILS						Total to be reimbursed in the invoice currency:									
Payment currency (payment to be made in):						Beneficiary name:									
Bank name:						Beneficiary email address:									
Bank address (full street address):						Other details e.g. Intermediary bank details									
SWIFT/BIC:						(bank name, address, bank									
ABA/Routing/Sort code:						code/IBAN/ABA, beneficiary name):									
Account no/IBAN:															
Claimant's certification: The expenses						LAIMANT'S S	SIGNATURE: di	gital, wet	or email ac	knowledgment	of claimant's certifi	cation			
were incurred by me for the purposes mentioned above, on official University business. All copies of receipts are true and accurate reproductions of the originals. I declare that, where the expense reimbursement is to be claimed from more than												Date:			
one organisation, I will provide the details to the financial delegate.						Phone (business hrs):									
ADMIN/FINANCE OFFICER'S SIGNATURE: digital or wet signature						FINANCIAL DELEGATE'S SIGNATURE: digital or wet signature									
UQ username:							UQ username:								
Position title:						Position title:									
Admin/Finance officer's certification policies and procedures. Supporting of				accordance with th		Financial delegate's certification: I certify that the activities deta with University policies and procedures. Funds are available and p							purposes and in	n accordance	

PLEASE COMPLETE AND FORWARD TO YOUR FINANCE PROFESSIONAL SERVICES TEAM FOR REVIEW AND SUBMISSION FOR PAYMENT. At least one signatory must hold a Finance position. If number of receipts exceeds lines provided please use multiple forms. Only one currency claimable per form. Any queries relating to this form can be directed to expenses@uq.edu.au.

COUNTRIES	PAYMENT CURRENCY	IBAN	ACCOUNT	SWIFT/BIC	ROUTING/ABA/S ORT CODE	TAX ID	Bank code	Transit Code	BSB	Purpose of payment	Notes ( If payment is made in local currency, additional information is required)
				8 or 11 characters	9 DIGITS		3 DIGIT	5 DIGIT	6 DIGIT		
Australia	AUD		$\checkmark$						$\checkmark$		
Australia	USD		✓	$\checkmark$							
Brazil	BRL	~		✓	✓	✓				✓	Bene Contact name at Entity, Bene Address, Telephone number and Tax ID
Brazil	AUD		$\checkmark$	$\checkmark$	$\checkmark$					✓	Bene Contact name at Entity, Bene Address, Telephone number
											Bene Contact name at Entity, Bene Address, Telephone number, For Credit Unions -Swift Code not needed however the Beneficiary
Brazil	USD		$\checkmark$	$\checkmark$	$\checkmark$					$\checkmark$	Address is required
Canada	CAD		$\checkmark$	$\checkmark$				$\checkmark$			Bene Contact name at Entity, Bene Address - Street Address/City/Province & Postal Code
Canada	AUD		✓	✓				✓			Bene Contact name at Entity, Bene Address - Street Address/City/Province & Postal Code
											Bene Contact name at Entity, Bene Address - Street Address/City/Province & Postal Code, For Credit Unions -Swift Code not
Canada	USD		$\checkmark$	$\checkmark$				✓			needed however the Beneficiary Address is required
China	CNY		✓	✓	✓					✓	Bene Address, Telephone number,Bank Branch Address (CNH can only be sent to Corporates)
China	AUD		✓	$\checkmark$						✓	Bene Address, Telephone number, Bank Branch Address
											Bene Address, Telephone number, Bank Branch Address, For Credit Unions -Swift Code not needed however the Beneficiary
China	USD		✓	$\checkmark$						✓	Address is required
Europe	EUR	$\checkmark$		$\checkmark$							
Europe	AUD	✓		$\checkmark$							
Europe	USD	✓		$\checkmark$							For Credit Unions -Swift Code not needed however the Beneficiary Address is required
India	INR		$\checkmark$	$\checkmark$	$\checkmark$					$\checkmark$	11 digit IFSC code is required and detailed purpose of payment
India	AUD		✓	$\checkmark$						✓	11 digit IFSC code is required and detailed purpose of payment
											11 digit IFSC code is required and detailed purpose of payment, For Credit Unions -Swift Code not needed however the Beneficiary
India	USD		✓	$\checkmark$						✓	Address is required
Indonesia	IDR		✓	$\checkmark$	✓					✓	Bene Address and Bene Bank Country has to be Indonesia
Indonesia	AUD		✓	$\checkmark$						✓	
Indonesia	USD		~	1						~	Export/ Import payments require Invoice number and Pop Code, For Credit Unions -Swift Code not needed however the Beneficiary Address is required
Japan	JPY		$\checkmark$	$\checkmark$						$\checkmark$	Beneficiary Address and Bank address and Bank Branch Name is required
Japan	AUD		✓	✓						✓	
Japan	USD		✓	✓						✓	For Credit Unions -Swift Code not needed however the Beneficiary Address is required
Malaysia	MYR		✓	$\checkmark$						✓	Bene Telephone number
Malaysia	AUD		✓	✓						✓	Bene Telephone number
Malaysia	USD		✓	✓						✓	Bene Telephone number, For Credit Unions -Swift Code not needed however the Beneficiary Address is required
Mexico	MXN		~	$\checkmark$		$\checkmark$				$\checkmark$	Account number is 18-digit CLABE, Tax ID is required RFC or CURP (13-18 alphanumeric for Individuals and 12 for corporates)
Mexico	AUD		$\checkmark$	✓						~	Account number is 18-digit CLABE, Tax ID is required RFC or CURP (13-18 alphanumeric for Individuals and 12 for corporates)
Mexico	USD		$\checkmark$	×						~	Account number is 18-digit CLABE, Tax ID is required RFC or CURP (13-18 alphanumeric for Individuals and 12 for corporates), For Credit Unions -Swift Code not needed however the Beneficiary Address is required
New Zealand	NZD		✓	✓					✓		
New Zealand	AUD		✓	✓					✓		
New Zealand	USD		✓	$\checkmark$					✓		For Credit Unions -Swift Code not needed however the Beneficiary Address is required
Pakistan	AUD	$\checkmark$		$\checkmark$		$\checkmark$				$\checkmark$	Bene Bank Address, Bene address, Telephone number (CNIC or SNIC, prefixxed with CNIC or SNIC)
Pakistan	USD	✓		~		✓				~	Bene Bank Address, Bene address, Telephone number, For Credit Unions -Swift Code not needed however the Beneficiary Address is required (CNIC or SNIC, prefixxed with CNIC or SNIC)

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				8 or 11 characters	9 DIGITS		3 DIGIT	5 DIGIT	6 DIGIT		
Singapore	SGD		✓	$\checkmark$	✓		$\checkmark$				Bene Address - Bank code required for payments to HSBC, OCBC, SBI bank accounts
Singapore	AUD		✓	$\checkmark$			$\checkmark$				Bene Address - Bank code required for payments to HSBC, OCBC, SBI bank accounts
											Bene Address, For Credit Unions -Swift Code not needed however the Beneficiary Address is required. Bank code required for
Singapore	USD		✓	$\checkmark$			$\checkmark$				payments to HSBC, OCBC, SBI bank accounts
South Africa	ZAR		✓	$\checkmark$	$\checkmark$						
South Africa	AUD		✓	$\checkmark$							
South Africa	USD		✓	$\checkmark$							For Credit Unions -Swift Code not needed however the Beneficiary Address is required
Sri Lanka	LKR		✓	$\checkmark$	✓						
Sri Lanka	AUD		✓	$\checkmark$	✓						
Sri Lanka	USD		✓	$\checkmark$	✓						For Credit Unions -Swift Code not needed however the Beneficiary Address is required
UK	GBP	✓		$\checkmark$							Either IBAN or Account number and Sort Code
UK	AUD	✓		$\checkmark$							IBAN is required
											Either IBAN or Account number and Sort Code, For Credit Unions -Swift Code not needed however the Beneficiary Address is
UK	USD	✓	✓	$\checkmark$							required
											For ACH payments, where SWIFT code is not available - Beneficiary Address is required, For Credit Unions - Swift Code not needed
USA	USD		✓	$\checkmark$	$\checkmark$						however the Beneficiary Address is required
USA	AUD		✓	$\checkmark$	$\checkmark$						