

This form is to be used where a non-staff member or student is claiming reimbursement of receipted expenses for payment to an Australian bank account.

Claimant's Name:		Is claimant a UQ Student (Yes/No) :	
Student ID:	Travel Document ID (if applicable):	<i>if Yes, please provide Student ID and Travel Document ID (if applicable)</i>	
Admin Officer's Name:		Admin Contact Number:	
School/Faculty:		Expenses incurred	From:
Description of claim:			To:

** If the number of nights is 6 or over, you must supply a Travel Diary **

All information MUST be typed, NOT handwritten

Description	Opal Unit	Site	Fund	Function	Account	Project	FFT	Amount (excl GST)	GST	Special GST Codes (AP Use Only)			
										Use Type	Trans Type	Code	Applic.
Totals													
Total Amount To Be Reimbursed													

Bank Account Details For Payment			
BSB:		Bank Account Number:	
Email Address for Remittance:		Account Name:	

Claimant's Certification: The expenses I am claiming for reimbursement comply with current policies and procedures and 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 one organisation, I will provide the details to the financial delegate.	CLAIMANT'S SIGNATURE	Date:
		Phone (business hrs):

[How do I create a digital signature?](#)

FINANCE OFFICER'S SIGNATURE	FINANCIAL DELEGATE'S SIGNATURE
UQ Username:	UQ Username:
Finance Officer's Certification: I declare that the payment to the beneficiary is in accordance with the University's policies and procedures. Supporting documentation has been supplied and checked.	Financial Delegate's Certification: I certify that the activities detailed above were for University purposes and in accordance with University policies and procedures. Funds are available and payment is approved.
Date: _____ EXT: _____	Date: _____ EXT: _____

Accounts Payable Only		
Entered by _____	Date _____	Checked By _____