



AP Use Only	Voucher Number
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This form is to be used where a non-staff member is claiming reimbursement of receipted expenses for payment to an Overseas bank account.

Claimant's Name:				Payment Currency:			
Admin Officer's Name:		School/Faculty:		Admin Contact Number:			
Claimant's Address (full street address):					Expenses incurred	From:	
Description of claim:						To:	

** If the number of nights exceeds 5, you must supply a Travel Diary **

Details of Claim (A tax compliant invoice is required for expenditures \$75 and over)

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													

<p>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.</p>	CLAIMANT'S SIGNATURE	Date:	
		Phone (business hrs):	

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

FINANCE OFFICER'S SIGNATURE	FINANCIAL DELEGATE'S SIGNATURE
<p>UQ Username:</p> <p>Admin/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.</p> <p>Date: _____ EXT: _____</p>	<p>UQ Username:</p> <p>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.</p> <p>Date: _____ EXT: _____</p>

PLEASE COMPLETE AND FORWARD TO ACCOUNTS PAYABLE (PAYABLES@UQ.EDU.AU). IF NUMBER OF RECEIPTS EXCEEDS SPACE PROVIDED, PLEASE LODGE MULTIPLE CLAIMS.

Bank Account Details	
Currency Code	
Bank Name	
Bank Address (full street address)	
SWIFT/BIC/ABA/Routing/Sort Code	
Beneficiary Name	
Account No/ * IBAN	

The above fields are mandatory.

Other details eg. Intermediary bank details (bank name, address, bank code/IBANABA, beneficiary name)	
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***Important notes to all payees:**

IBAN stands for International Bank Account Number. It is required for all payments to European countries. For further information, please contact your bank. The following website only provides some basic information for IBAN format – <https://www.ecbs.org/iban.htm>

Accounts Payable Only		
Entered by	Date	Checked By