



Expense Reimbursement Form

- This Form is to be used for the reimbursement of expenses to employees and students . Complete this form and forward to your [Finance Services Team](#). (This form is not required where an employee enters their own claim directly into NS Financials)
- 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:

Employee/Student ID:

Email address:

School/Dept/Unit Name :

Claim Description:

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 Finance Services Team for entry into NS Financials.
This form is not required where an employee enters their own claim into NS Financials.*

Look up your Finance Services Team: