



Reimbursement Request Form

Use this form to claim reimbursement where you have incurred expenditure required to perform an approved activity in the course of ANU business. Upon completion, please send the form to invoice.workflow@anu.edu.au.

Claimant details

Claimant type: Current staff Current student Person of interest/Visitor/Other

First name: Last name:

University ID: Business unit:

Phone:

Non-ANU Address:

Claimant expenses – invoices (tax or overseas) must be attached to verify all claims

Where [FBT](#) applies, please attach the relevant FBT declaration. If you require assistance/advice please contact taxunit@anu.edu.au.
 If a request relates to employee travel, the completed [approval to travel form](#), boarding passes and receipts needs to be attached.

Receipt #	Charge Code	Description of Item Purchased	Total AUD incl. GST ¹	Does FBT apply? (Y/N)
TOTAL AMOUNT AUD				

¹If the reimbursement contains a foreign currency, it is the responsibility of the claimant to provide evidence of the exchange rate (For example: credit card statement, cash exchange receipt, screenshot of conversion rate etc.).



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Claimant bank details

Please provide bank details below if you are a person of interest/visitor/other identified in section 1.

If you are a current student or staff member, you are **not** required to fill this section, however please ensure your bank details are correct on HORUS/ISIS before submitting to avoid delays.

BSB:	<input type="text"/>	Account number:	<input type="text"/>
Bank name:	<input type="text"/>	Account name:	<input type="text"/>

Please complete the section below if the reimbursement is being request into a foreign bank account

Bank address:

SWIFT or Bank Identification Code (BIC):

Account number or International Bank Account Number (IBAN):

Claimant declaration

I acknowledge that I have read the instructions relating to reimbursements and that the above costs were incurred by me in accordance with ANU Policies and I have attached the required supporting documents.

Print name:	<input type="text"/>	University ID:	<input type="text"/>
Signature:	<input type="text"/>	Date:	<input type="text"/>



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General instructions

Use this form to claim reimbursement where you have incurred expenditure required to perform an approved activity in the course of ANU business.

You **must** attach all original receipts or tax invoices. In the event there are no receipts or tax invoices the following will be accepted:

- For purchases above \$75 excl. GST, The [ANU missing receipt declaration](#) outlining full details of the purchase.
- For expenses under \$75 excl. GST, a substantiation of payment proving that the cost of the good/service has been procured (i.e. credit card or bank statement). The substantiation must clearly identify the particular expense.

No reimbursements can be made otherwise.

Attachment instructions

- On the top left of receipt label the receipt number so that they can be verified against the receipt number filled in the table of section 2.
- If the reimbursement contains a foreign currency it is the responsibility of the claimant to provide evidence of the exchange rate (For example: credit card statement, cash exchange receipt, screenshot of conversion rate etc.).

Bank detail instructions

Staff: If your bank account details have changed you must update you details in Human Resources Online Remote User Server ([HORUS](#)).

Students: Update your bank account in Interactive Student Information System ([ISIS](#)). If you no longer have an active ISIS account (i.e. former student) you must complete section 3.