

Advance Acquittal Form Instructions

Use this form to acquit an advance previously received. Acquittal of expenses must only be for approved ANU expenditure.

Advances are to be acquitted within 15 working days of return from travel.

If Fringe Benefit Tax (FBT) applies to the cash advance then an FBT form must be attached to this request and the applicable items marked 'FBT Applies' on the form.

You must attach all original receipts or tax invoices. If there are no receipts or tax invoices, generally speaking, an acquittal of an advance cannot be made. However, in some circumstances the following will be accepted:

- Evidence to support the cost of the good/item that has been procured (e.g. a bank statement showing the expenditure as long as it can be clearly identified as the particular expense).
- The ANU missing receipt declaration outlining full detail of the purchase, its purpose, and cost.

The acquittal must be completed in Australian dollars. Where monies have been spent in foreign currency please provide supporting documentation of the exchange rate used (example: cash exchange receipt).

If the expenditure incurred by the recipient of an advance:

- Exceeds the amount of the advance paid, and the delegate approves this as reasonable then the University will pay the balance to the recipient.
- Is less than the amount of the advance paid, then the staff member is required to refund the balance to the University within 15 days of their return.

The funds can be refunded to the ANU bank account using the following details:

Account Name: ANU General Account

BSB: 082 902

Account Number: 674 507 553

Please put your **University ID** and then **Adv** in the description. We require this information to acquit the advance.

Attachments

Attach all tax invoices, receipts, declarations or supporting documents related to your acquittal.

Label each receipt or tax invoice with a number corresponding to the number for this line item under Part B of this form.