



Guest Reimbursement Request Form

This reimbursement form is exclusively for use by individuals who do not have a current (active) staff, student or VaHA relationship with ANU. Use this form to claim reimbursement where you have incurred expenditure required to perform an approved activity in the course of ANU business.

For current (active) staff, students or VaHA, please refer to [Finance Self Service](#) to submit your reimbursement request.

Claimant details

First name: Last name:

Email: Phone:

Non-ANU Postal Address:

Claimant bank details

Bank name: Account name:

BSB: Account number:

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

Bank address:

SWIFT or Bank Identification Code (BIC):

Account number or International Bank Account Number (IBAN):

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

Receipt #	Charge Code	Description of Item Purchased	Total AUD incl. GST ¹
TOTAL AMOUNT AUD			

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

Claimant declaration

I hereby acknowledge and declare that:

- I am not a current ANU staff member, student or VaHA.
- I have read and understood the reimbursement instructions provided by ANU.
- The above costs were incurred by me in accordance with ANU Policies.
- I have attached all the required supporting documents as outlined in the reimbursement instruction.
- I confirm I have completed the above details.
- I understand that any expenses reimbursed through this form are not deductible in my personal tax return.

Print name:

Signature: Date:



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General instructions

Use this form to claim reimbursement where you do not have a current (active) staff, student or VaHA relationship with ANU and 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 expenses above AUD \$75 excl. GST, a [Statutory Declaration](#) outlining full details of the purchase.
- For expenses under AUD \$75 excl. GST, a substantiation of payment proving that the cost of the good/service has been procured (e.g. 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 (e.g. credit card statement, cash exchange receipt, screenshot of conversion rate, etc.).

To be completed by ANU College/Portfolio representatives

1. Witness Declaration

I hereby attest that I have witnessed the signing of the above declaration by the claimant who is known to me.

Print name: U ID:

Signature: Date:

2. Business Contact

Print name: U ID:

The form will be processed via ES Financials and routed to the Business Contact for approval and selection of the appropriate Financial Delegate.

3. Submitting Claim

Please submit the completed form and supporting documentation to invoice.workflow@anu.edu.au

This form must be received by Invoice Workflow directly from an ANU email address.