



EMPLOYEE EXPENSE REPORT

Note: Original Tax Invoice/Receipts &/or documentation **MUST** be attached

PAYMENT DETAILS:

Employee Name: _____

Phone No: _____

Employee Number:

Company No:

Dept No or Budget Unit:

Date Entered by Department: _____

Does this claim relate to a **previously issued advance**? (please indicate) No Yes - please enter amount of previous advance: \$ _____

Does this claim relate to **Travel** on University business? (please indicate) No Yes - please attach a copy of the completed **HR 18 Travel Approval** form and **include an overnight stay?**

DETAILS OF CLAIM – Enter all amounts in AUD

Purpose of Expenditure	Receipt Amount (incl GST)	GST Amount (if applicable)	Section	Account	Project	Group	Activity	Location
Total Amount of Claim			IF TOTAL AMOUNT OF CLAIM IS LESS THAN \$50 PLEASE REIMBURSEMENT THROUGH PETTY CASH					

EMPLOYEE EXPENSE PAYMENT BENEFIT DECLARATION

The above expenses I am claiming for reimbursement were incurred by me during the period _____ to _____ for the purposes mentioned above, on official University business. I also declare that the percentage of those expenses incurred in earning my assessable income was ____%. Original documentation is attached.

Employee's Signature: _____

Date: _____

Note: Some expenditure approved as official University business may still be subject to Fringe Benefits Tax (eg. HECS, telephone rental, etc.)

PAYMENT APPROVAL

I approve the above expenditure within my delegation as an Authorised Officer. I confirm that it has been incurred in accordance with University policy and procedures, and is for legitimate University Purposes.

Approver's Signature: _____

Name (please print): _____ Date: _____

Finance Use Only Voucher No: