

Student Expense Reimbursement



Email the completed form and supporting documentation to invoices@flinders.edu.au, as a single attachment in PDF format. Payments are usually processed within 3 weeks.

1. STUDENT DETAILS

Name:

Student number:

Email:

Phone:

Street address:

College:

School:

2. CLAIM DETAILS

Project codes can be obtained from your supervisor (or the staff member who authorised the expense).

Reason for expense:

Expense type and description* (Group similar items into one row)	Receipt amount AUD**	Project name	Project code
Total			

*To calculate mileage, use the [ATO guidelines](#) and attach copy of log book as evidence.

**To convert foreign currency, use www.xe.com for conversion rates on the date of purchase.

3. FINANCIAL INSTITUTION DETAILS

Australian accounts only (for payment to an international bank account, attach an [International Bank Account Details](#) form)

Institution name:

Name of account holder:

BSB:

Account number:

4. DECLARATION

I **certify that** the above expenditure details are correct and I have attached scanned supporting documentation. This is the only claim I have made, or will make for these expenses.

I confirm that I have read and understood the Flinders University [Privacy Policy](#), and consent to the collection, processing, and disclosure of my personal information in accordance with that policy.

Student signature:

Date:

5. ENDORSEMENT BY STAFF MEMBER

These expenses were incurred for University business purposes and comply with applicable grant conditions. I have checked the supporting documentation.

Staff member:

Signature:

Date: