Finance – Accounts Payable

Reimbursement Claim (EFT)

**Payee Name:**

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| --- |
| **Please attach this form along with associated receipts to your Travel & Expense Document** |

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| **Note 1:** For reimbursement claim for staff, raise a Travel & Expense claim in OneEducation  |
| **Note 2:** For reimbursement claim for non-staff, raise a Requisition in OneEducation   |

**\*\*Double click anywhere in the claim form below to open\*\***

**Click here to close the claim form.**

**For Tax purposes please identify the percentage use for the items claimed above/attached:**

**Business use % Private use %**

|  |  |
| --- | --- |
| Name of Claimant  | Name of Supervisor  |
| Signature…………………………………………………… | Signature ……………………………………………….. |

For all purchases made in Australia

* Attach original Tax Invoices for purchases over $82.50 including GST
* Attach original Invoices/Receipts for purchases under $82.50
* and proof of payment

**For all purchases made outside of Australia** – Attach original Invoice/Receipt (proof of payment).

**NOTE:** If the original invoice/receipt is 'lost', (found on finance web page under forms) must be completed stating why the original is unavailable and provide full details of the purchase.

**Enquiries to** **payables@cdu.edu.au**