1. Prior to making a purchase, check with the budget holder that they are happy for you to make the purchase.

**NOTE:** you will need an original receipt or proof of payment for **EVERY PURCHASE**, and for purchases over $75 exclusive of GST, an original Australian Tax Office compliant tax invoice, to make your claim.

If you do not have a receipt, proof of payment or tax invoice you will need to complete a **statutory declaration form** and have it signed by an authorised person. Please note that in these circumstances your project will be charged for the 10% GST.

2. Claims for reimbursement can be submitted to the Finance Manager on an **ER1 form** which has been **signed by the claimant and the budget holder** or without an ER1 form which means that the claim will have to be signed and authorised after the reimbursement has been entered into the accounts payable system.

3. Receipts or tax invoices for your purchases should **ONLY be glued** (NOT stapled or sticky taped) onto an A4 sheet of paper. Please group your receipts on separate A4 sheets according to category e.g. travel, food, accommodation, stationery etc.

   **NOTE:** expenses incurred for different projects should be pasted on different sheets of paper. Please make a note of the project that they should be charged to.

4. If you are claiming reimbursement for **providing catering, eating restaurant meals or for meals purchased while travelling out of Sydney**, more information is required.

   For each **catering or restaurant meal event**, the finance manager will need to know:
   - The purpose of the event
   - How long the event lasted
   - What food was provided
   - Whether the food was eaten on or off UNSW premises
   - How many staff members were catered for
   - How many students, family members or ‘Others’ were catered for.
For each claim for meals purchased while travelling out of Sydney, the finance manager will need to know:
  - the number of staff travelling for whom food was provided
  - the number of students, family members or ‘Others’ for whom food was provided

5. If you are claiming any reimbursement relating to overnight travel, eg accommodation, car hire or meals while out of Sydney, you need to attach a Travel Diary to your reimbursement claim for all travel for periods of 6 or more nights away from an employee’s residence including transit time.

6. Every claim for reimbursement must be accompanied by a signed Otherwise Deductible Form (available on the CPHCE intranet) or see below.

7. Give the ER1 form, if applicable, the A4 sheets to which your receipts have been glued, the Travel Diary if applicable and the ‘Otherwise Deductible’ form – Form FBT 04 – Expenses Payment Benefit Declaration (found under ‘Taxation Forms’ at the bottom of the page) to the finance manager, together with a note of your total expenses claimed.

8. Once the reimbursement has been entered into the Accounts Payable system, unless you have submitted an original completed and signed ER1 form with your claim for reimbursement, you will receive an Expenses Reimbursement Claim Form. Please check this form, sign it and have it signed by your budget holder and return the original signed Expenses Reimbursement Claim form to the finance manager. If you are claiming reimbursements from more than one project, please have each budget holder sign the form.

9. Accounts Payable will reimburse your expenses via EFT into your bank account.