



## EXPENSE REIMBURSEMENT APPLICATION FORM

➤ If you do not have a username you must go to the **Staff Account Creation** site before lodging this form. ⏪  
[http://ums.its.deakin.edu.au/account\\_creations/](http://ums.its.deakin.edu.au/account_creations/)

**Username** (login) \_\_\_\_\_ **Staff ID** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Full Name** \_\_\_\_\_

**Position Title** \_\_\_\_\_

**Faculty/Division** \_\_\_\_\_

**Campus** (please circle) G B T W F **Network Printer** \* \_\_\_\_\_  
 e.g. (fbs-mb243-1)

\* Please consult your IT staff, or the ITS Helpdesk to see if your printer has UNIX queue capability.

### ACCOUNT DETAILS

**Default Account Code** Your expenses will be debited to this account code

\_ \_ \_ \_ / \_ \_ \_ \_ / XXXX / \_ \_ / \_ \_

### APPROVAL DETAILS

**Electronic Approver** A staff member with a signing authority for the above code who can approve the online notification.

**Full Name** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Username** \_\_\_\_\_

**Paper Approver** A staff member with signing authority of \$50,000 or more, in line with the Financial Delegation Policy, who signs the Expense Report Confirmation Sheet.

**Full Name** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Username** \_\_\_\_\_

I allow the listed staff members, who have access to DFMS, to enter Expense Reimbursements on my behalf:

**Full Name** \_\_\_\_\_ **Username** \_\_\_\_\_

**Full Name** \_\_\_\_\_ **Username** \_\_\_\_\_

**Full Name** \_\_\_\_\_ **Username** \_\_\_\_\_

**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_/\_\_\_\_/\_\_\_\_

**NOTE:** Please fill out and return the EFT Transfer Request Form with this Expense Reimbursement Access Form to allow FBSD to deposit your reimbursed funds directly into your bank account.

Please forward this form to **Accounting Systems, Financial & Business Services Division, Geelong Campus @ Waurin Ponds**. Access will be established **within 24 hours** of this form being received.

Contact Accounting Systems on 72685 or 72679 or fax on 72682