Apr 2007

STAFF EXPENSE REIMBURSEMENT VOUCHER

Name of Claimant: ..... **Username:** .....

Faculty/Division: ..... **Ext:** .....

Business Purpose or Activity: .....

Date and Time from: ..... / ..... / ..... **am / pm** **to:** ..... / ..... / ..... **am / pm**

*** NOTE: Entertainment expense reimbursements **will** attract Fringe Benefits Tax and must be claimed using the Entertainment Expense Reimbursement Voucher.*

DETAIL OF EXPENSES INCURRED

(Receipts to be attached)

	Amount (excl GST)		GST		Total (incl GST)	
Total expenses incurred						
Total Expenses to be Reimbursed						

Signature of Claimant: ..... **Date:** ..... / ..... / .....

(Certified as business expenses)

Authorised & Assessed for FBT by: ..... **Username:** .....

The Financial Delegations - Enabling Policy requires that business related expenditure incurred by all staff members must be approved by an authorised officer to whom they report with appropriate signing authority, or higher.

ACCOUNT CODES to be debited

BC	Activity	Account	FS	Entity		AMOUNT (excl GST)
						:
						:
						:
						:
						:
						:
8001	80011	2815	71	01	GST	:

FBSD SECTION ONLY

Request No: .....

Processed by: ..... **Authorised by:** ..... **Cheque No:** .....