Faculty of Arts and Education Higher Degree by Research
Finance Reimbursement Process

All HDR candidates are automatically set up in DeakinUniFi

HDR Student (non-staff member)	HDR Student (staff member)	University Finance Team and Faculty Research Office
Login to (**Deakin UniFi**) and create an ***Ad Hoc payment request*** Please upload the following documents: • Appropriate Faculty form (fieldwork, conference, general assistance, completion assistance) • Associated receipts • Completed Ad hoc payment request form – see below	Login to (**Deakin UniFi**) using your staff access and create an ***Expense Report*** Please upload the following documents: • Appropriate Faculty form (fieldwork, conference, general assistance, completion assistance) • Associated receipts	University approval process commences. • Compliance and eligibility checks • If errors or missing documents/information, request will be returned to student for amendment/clarification and resubmission

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Ad hoc payment request form – required to confirm bank account payment details.

Complete these sections only (Faculty approval not required):

• Payment details
• Bank account details
• Authorisation by payee
• Payment Purpose

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<u>Reimbursement workflow quick reference guides</u>

Create Domestic Ad Hoc Payment EFT Payment Method

Create Ad Hoc Payment for overseas payment

Create Expense Report for Cash Reimbursement Claims

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Please contact DeakinUniFi Help Request for all system enquiries or call 03 9244 6334 for assistance.