Decorative

DeakinEngineering

**Student reimbursement process**

If materials needed for a project are not available and cannot be purchased from approved suppliers, students can seek approval to independently purchase specific items for their project and seek reimbursement.

**Please note: Reimbursement must be approved PRIOR to students purchasing any materials. There is no guarantee for reimbursement without prior approval and is not applicable for chemicals or high-risk items.**

To gain approval for student purchasing with reimbursement

1. Email the appropriate technical team member and your supervisor with
   1. Approved **Project Budget**
   2. Include specific details on the items required and links for items on relevant website/s and describe why these unique items are needed for their project
2. Once approval is granted, the item/s can be purchased.

**To claim a reimbursement after approval is granted**

1. Scan/Photograph invoices/tax receipts for purchases made.

EFTPOS receipts on their own are not sufficient. Tax receipts from Australian suppliers need to include business name and ABN, a list of items purchased, and the cost with GST included.

***It is important that tax receipts/invoices are included as reimbursement cannot be guaranteed without evidence of payment and a tax receipt***

1. List all receipts in a table, using the following format:

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| --- | --- | --- | --- | --- |
| **Receipt #** | **Date** | **Company** | **Total Cost** | **Description of purchase** |
| 1 | xx/xx/xx |  | $ - |  |
| 2 | xx/xx/xx |  | $ - |  |
| 3 | xx/xx/xx |  | $ - |  |
| 4 | xx/xx/xx |  | $ - |  |
| 5 | xx/xx/xx |  | $ - |  |

1. Complete **Ad Hoc Payment Request Form** on the next page including:

* Payment Details
* Bank Account Details
* Payment Purpose
* Include digital signature to authorise payment into bank account

1. Email the following to the School Admin team - [schengca@deakin.edu.au](mailto:schengca@deakin.edu.au) for approval and processing.

* Approved **Project Budget**
* Tax receipts
* Table detailing receipts’/purchases completed
* Completed and signed **Ad Hoc Payment Request form**

1. The School will verify all costs, complete the remaining sections of the paperwork and submit for payment processing. The funds will then be reimbursed to the bank account documented in the Ad Hoc Payment Request form. This can take 2-3 weeks to complete.

This form is only used for payments to students, visiting academics and visitors for payment up to $5,000 AUD (or equivalent).

# PAYMENT DETAILS

**Payee name**

**Address (No PO Boxes)**

**BANK ACCOUNT DETAILS** (Australian Bank Account\*)

*\*If paying to an overseas bank account, please attach banking details in a separate document. Refer to the Overseas Bank Account details table on our website for more information.*

**Name of bank** (e.g. ANZ/NAB/CBA/Westpac)

**Postcode Student ID (If applicable)**

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**Email**

**Special instructions**

**Branch name**

**Branch number (BSB) Account number**

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**Account name**

# AUTHORISATION BY PAYEE

*I authorise payment to the above bank account.*

**Signature Date**

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| --- | --- | --- | --- |
| **PAYMENT PURPOSE** | | | |
| Please include description/purpose of each payment | **Amount** (excl. GST) | **GST** | **Total** (incl. GST) |
|  |  |  | $0.00 |
|  |  |  | $0.00 |
|  |  |  | $0.00 |
|  |  |  | $0.00 |
| **Total** | $0.00 | $0.00 | $0.00 |

Please indicate payment currency if not **AUD**:

**ACCOUNT CODE -** this section is to be completed with the assistance of the HDR Coordinator or your local Finance Manager

***If split charging***

**COMPANY COST CENTRE**

**SPEND CATEGORY**

S C

S C

**PROJECT**

P J

P J

**FUND**

**ADDITIONAL WORKTAGS**

**AMOUNT (EXCL. GST)**

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**Prepared by**

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| F | 0 |  |  |

**Date**

**\*Authorised by *(Print name)***

**Signature**

**Date**

* HDR Student reimbursements require approval from your HDR Coordinator.
* Financial approval will be facilitated in DeakinUniFi as per the financial DoA.

Deakin University is collecting your personal information on this form for the purpose of ad hoc payment requests. Deakin manages personal information it holds, including requests by individuals for access to their personal information, in accordance with the Privacy and Data Protection Act 2014 (Vic). Deakin’s Privacy Policy may be viewed on The Guide. Information on privacy at Deakin is available at [http://www.deakin.edu.au/footer/privacy.](http://www.deakin.edu.au/footer/privacy) Questions about privacy may be directed to the Privacy Officer on (03) 5227 8524 or by email to [privacy@deakin.edu.au](mailto:privacy@deakin.edu.au)