



EMPLOYEE EXPENSE REPORT

Note: Original Tax Invoice/Receipts &/or documentation **MUST be attached**

PAYMENT DETAILS:

Employee Name: _____ Phone No: _____

Employee Number:
 Company No:
 Dept No or Budget Unit:

Does this claim relate to a **previously issued advance**? (please indicate) No Yes - please enter amount of previous advance: \$ _____

Does this claim relate to **Travel** on University business? (please indicate) No Yes - please enter Travel Portal Requisition No. _____

DETAILS OF CLAIM – Enter all amounts in **AUD**

Purpose of Expenditure	Receipt Amount (incl GST)	GST Amount (if applicable)	Section	Account	Project	Group	Activity	Location
Total Amount of Claim								

EMPLOYEE EXPENSE PAYMENT BENEFIT DECLARATION

The above expenses I am claiming for reimbursement were incurred by me during the period ____ to ____ for the purposes mentioned above, on official University business. I also declare that the percentage of those expenses incurred in earning my assessable income was ____%. Original documentation is attached.

Employee's Signature: _____
 Date: _____

Note: Some expenditure approved as official University business may still be subject to Fringe Benefits Tax (eg. HECS, telephone rental, etc.)

PAYMENT APPROVAL

I approve the above expenditure within my delegation as an Authorised Officer. I confirm that it has been incurred in accordance with University policy and procedures, and is for legitimate University Purposes.

Approver's Signature: _____

Name (please print): _____ Date: _____

Voucher No:

Date Entered: