

EXPENSE REIMBURSEMENT FORM

The **ER1 Form** is to be used by employees and students claiming reimbursement from UNSW for business-related expenses. Receipts, tax invoices and other relevant documentation must be attached to this form.

Use the **MV2 Private Vehicle Mileage Form** if claiming motor vehicle expenses on a privately owned vehicle used for UNSW business purposes.

Name		Claim Description
Employee ID/Student ID		
School/Dept/Unit Name		

Please group similar expenses, ie, taxis, accommodation, meals etc.

Item Description	Why was the purchase made?	Foreign Currency Amt	AUD Amt (incl GST)
<i>Transport – airfares, taxis, bus fares etc.</i>			
<i>Accommodation</i>			
<i>Meals/Entertainment – food & drink, catering etc. Indicate No. of Employees, Students, Family, Other.</i>			
<i>Other</i>			
TOTAL			

Charge Claim To				
Percent	Fund	Department	Project Code	Project Name

Student Payment Details This section is to be completed by students only. Employees don't need to complete.
Tick a Payment Method – Overseas Wire payments are not available

 EFT

Bank Name	
Branch Name	
BSB	
Bank Account Number	

 Overseas Draft

Address	
Country	

Claimant Declaration			
I declare that:			
<ol style="list-style-type: none"> The expenses were for UNSW business purposes only and in accordance with UNSW policy. All receipts and tax invoices are attached. This is the only claim I have made, or will make, for these expenses. Payment Details provided are correct if I am a Student claiming reimbursement of expenses. 			
Claimant's Signature		Date	
Supervisor Name			
Supervisor Signature		Date	

Approval by a Financial Delegate will be done in NS Financials.

Forward to your School/Unit Administrator for entry into NS Financials.