

Request for Reimbursement

Requestor (If different from reimbursee)		Date requested:	
Person to be reimbursed		Staff/Student ID:	
Address of Person			
Person/Company bank account details:	Bank Name	BSB Number	Acct Number

Please reimburse for the following				Funding Source
Description of Purchase	Why the purchase was made	Currency	Cost Inc GST	Project/Grant
<i>E.G. Accommodation</i>	<i>Attending IEEE Conference (USA-Dec'07)</i>	<i>USD</i>	<i>250.00</i>	<i>PS01234</i>
Total Reimbursement				

Claimant Declaration

I declare that:

1. The expenses were for UNSW business purposes only and in accordance with UNSW policy.
2. All receipts and tax invoices are attached.
3. A Travel Diary is attached for all domestic and international travel.
4. A Private Vehicle Logbook is attached if I have claimed a Mileage Allowance.
5. This is the only claim I have made, or will make, for these expenses.
6. Payment Details provided are correct if I am a Student claiming reimbursement of expenses.

Signature	