

ANZIC Reimbursement Pack

ANZIC Forum 2022



Purpose

This summary informs the Australian ANZIC members of their entitlements associated with reimbursement of expenses incurred by them for ANZIC IODP related business or events.

Summary

All expenses will be paid to the claimant through administrative processes of the ANU payment system and are subject to:

1. Deemed a reasonable expense and
2. Authorised by the ANZIC Program Manager
3. All claims for reimbursement must be accompanied by acceptable sufficient evidence
4. No reimbursements will be made after March 8 2022, two weeks after the event

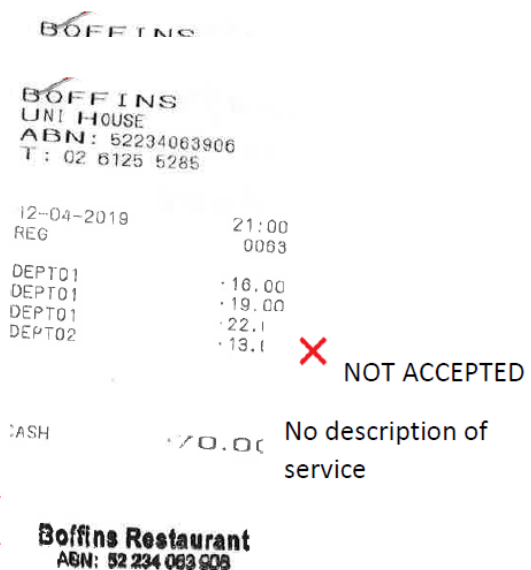
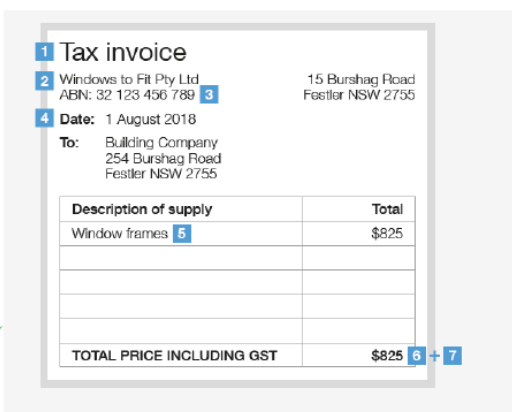
What is acceptable sufficient evidence?

For reimbursement, members are required to complete an ANU Reimbursement Request Form and submit this together with relevant documentation and receipts to the ANZIC IODP Administrator – iodp.administrator@anu.edu.au. We have provided guidelines below to help you ascertain an acceptable receipt.

ANU Reimbursement Request Form: https://policies.anu.edu.au/ppl/download/ANUP_001012

1. Clear scan copy of the tax invoice/receipt
2. Must have the suppliers name
3. Have an ABN listed
4. A date of purchase
5. A description of the item purchased
6. Total amount
7. notification if GST applies

Acceptable Example:





Reimbursement Request Form

Use this form to claim reimbursement where you have incurred expenditure required to perform an approved activity in the course of ANU business. Upon completion, please send the form to invoice.workflow@anu.edu.au.

Claimant details

Claimant type: Current staff Current student Person of interest/Visitor/Other

First name: Last name:

University ID: Business unit:

Phone:

Non-ANU Address:

Claimant expenses – invoices (tax or overseas) must be attached to verify all claims

Where [FBT](#) applies, please attach the relevant FBT declaration. If you require assistance/advice please contact taxunit@anu.edu.au.

If a request relates to employee travel, the completed [approval to travel form](#), boarding passes and receipts needs to be attached

Receipt #	Charge Code	Description of Item Purchased	Total AUD incl. GST ¹	Does FBT apply? (Y/N)
1	(ANZIC OFFICE)	Travel – SYD>CBR Return	\$350.00	N
2	(ANZIC OFFICE)	Transfers – Taxi Return	\$60.00	N
TOTAL AMOUNT AUD			\$410.00	

- Number your receipts so we can determine which one you are referring to
- The travel subsidies are capped, see table in the Travel Subsidy List– do not exceed

Claimant bank details

Please provide bank details below if you are a person of interest/visitor/other identified in section 1.
If you are a current student or staff member, you are not required to fill this section, however please ensure your bank details are correct on HORUS/ISIS before submitting to avoid delays.

BSB: 088 546

Account number: 123 456

Bank name: NAB

Account name: F & N Bloggs

Please complete the section below if the reimbursement is being request into a foreign bank account

Bank address:

SWIFT or Bank Identification Code (BIC):

Account number or International Bank Account Number (IBAN):

Claimant declaration

I acknowledge that I have read the instructions relating to reimbursements and that the above costs were incurred by me in accordance with ANU Policies and I have attached the required supporting documents.

Print name: Fred Bloggs

University ID:

Signature: X

Date: 27/11/21

Add bank details

Don't forget to sign

RETURN ALL DOCUMENTATION TO: iodp.administrator@anu.edu.au