

EMS22 V1.1

Claimant's name:				Travel document ID (if applicable):	
Admin/Finance officer's name:		School/Faculty:		Student ID (if applicable):	
Claimant's address (full street address):					
Description of claim:					

Details of claim (A tax compliant invoice is required for expenditure \$82.50 and over. Claims must be made within 12months of the expense date).

Description	Opal unit	Site	Fund	Function	Account	Project	FFT	Amount (excl GST)	GST
BANK ACCOUNT DETAILS	Total to be reimbursed:						Subtotals:		

Bank account name:	
BSB:	
Bank account number:	
Beneficiary email address:	

Claimant's certification: The expenses I am claiming for reimbursement comply with current policies and procedures and were incurred by me for the purposes mentioned above, on official University business. All copies of receipts are true and accurate reproductions of the originals. I declare that, where the expense reimbursement is to be claimed from more than one organisation, I will provide the details to the financial delegate.	CLAIMANT'S SIGNATURE: digital, wet or email acknowledgment of claimant's certification	
		Date:
		Phone (business hrs):

ADMIN/FINANCE OFFICER'S SIGNATURE: digital or wet signature How to get a default digital signature		FINANCIAL DELEGATE'S SIGNATURE: digital or wet signature How to get a default digital signature	
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UQ username:		UQ username:	
Position title:		Position title:	

Financial delegate's certification: I certify that the activities detailed above were for University purposes and in accordance with University policies and procedures. Funds are available and payment is approved.

PLEASE COMPLETE AND FORWARD TO YOUR [FINANCE PROFESSIONAL SERVICES TEAM](#) FOR REVIEW AND SUBMISSION FOR PAYMENT.

At least one signatory must hold a Finance position. If number of receipts exceeds lines provided please use multiple forms. Any queries relating to this form can be directed to expenses@uq.edu.au.