

EXPENSE FORM



Submitted by: _____ Date: _____

Email: _____ Phone: _____

METHOD OF PAYMENT (Please tick)

Paid with card Reimburse Me Pay other person/supplier (Name: _____)

PAYMENT DETAILS (If payment is required)

BSB: _____ Account Number: _____

Email (if remittance advice required): _____

EXPENDITURE DETAILS

Please attach a [valid tax invoice](#) (receipt) for each line. Merchant terminal receipts are not acceptable.

Date	Supplier	Invoice No.	Description/Purpose	Budget Line (If known)	Amount (\$)
Total:					

DECLARATION

I declare that: all receipts and tax invoices are attached; these are legitimate expenses that have been approved by the relevant executive member, editor or committee and this is the only claim I have made, or will make, for these expenses; and payee details provided above are correct.

Claimant's Signature _____

SUBMIT

Please get the relevant authorising person to sign below to approve your request. Then email form with receipts to the Finance Officer, in a single PDF file (multiple image and pdf files can be merged online at [pdfburger.com](#)). Payment should take between 7 and 10 business days to be processed.

ANUSA: sa.finance@anu.edu.au | PARSA: parsa.finance@anu.edu.au | Woroni: finance@woroni.com.au

OFFICE USE ONLY (sign and date)

Approved _____