|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **F06** | | Finance & Employee Services | University Services | | | | | | | | | | | | | | | | | | | | A close up of a sign  Description generated with very high confidence | | | |
| **Student Reimbursement Request** | | | | | | | | | | | | | | | | | | | |
| V1.0 | | For assistance with this form, call 903 54000 (option 2) or [raise a ticket](https://unimelb.service-now.com/finance?id=sc_category&sys_id=0859cd294fe36e00592d52411310c7ba) in the Staff Services Portal | | | | | | | | | | | | | | | | | | | |
| This form is to be used for **student reimbursements related to University Expenditure only.** All other scholarships, prizes/bursaries and studentships to be administered by [**Melbourne Scholarships & Bursaries**](http://services.unimelb.edu.au/scholarships).  Student to complete the Student section and submit to their Department to complete. Once finalised, please submit the completed form, via the [Finance Form Submission Tool on the Staff Services Portal](https://unimelb.service-now.com/finance?id=sc_cat_item&sys_id=a6ee0b45dbb7a340cbe46e314a961992&category_id=0859cd294fe36e00592d52411310c7ba) | | | | | | | | | | | | | | | | | | | | | | | | | |
| STUDENT TO COMPLETE | | | | | | | | | | | | | | | | | | | | | | | | | |
| Student Name | | | |  | | | | | | | | Student ID | |  | | | | | | | | | | | |
| Home Address | | | |  | | | | | | | | | | | | | | | | | | | | | |
| Suburb | | | |  | | | | | | State | |  | | | | | Postcode | | |  | | | | | |
| Contact Phone No. | | | |  | | | | | | Email | |  | | | | | | | | | | | | | |
| Australian bank account (enter details for one only) | | | | | | | | | | international bank account (enter details for one only) | | | | | | | | | | | | | | | |
| Account Holder Name | | | | | |  | | | | Account Holder Name | | | | | | | |  | | | | | | | |
| Bank Name (e.g. NAB) | | | | | |  | | | | Bank Name | | | | | | | |  | | | | | | | |
| BSB | | | | | |  | | | | Full Address of Bank  (Include Country) | | | | | | | |  | | | | | | | |
| Account Number | | | | | |  | | | | Account Number | | | | | | | |  | | | | | | | |
| **Please ensure legible scanned copies of tax invoices/receipts are attached as supporting documentation for this request, including evidence of currency conversion** | | | | | | | | | | Routing/ABA/Sort Code | | | | | | | |  | | | | | | | |
| Swift Code | | | | | | | |  | | | | | | | |
| IBAN | | | | | | | |  | | | | | | | |
| Purpose of Payment | | | |  | | | | | | | | | | | | | | | | | | | | | |
| Signature of Student | | | |  | | | | | | | | | | | | | | | | | | | | | |
| supervisor/department to complete | | | | | | | | | | | | | | | | | | | | | | | | | |
| Approved By | | |  | | | | | | Approver Email | | | |  | | | | | | | | Ph/Ext | | | |  |
| Signature | | |  | | | | | | | | | | | | Date | | | | | | | | /  / | | |
| Financial Approver | | | *You may leave this blank if the approver above is the financial approver. If not, you may nominate one here, or alternatively, the financial approver will be defaulted based on the Budget Unit number* | | | | | | | | | | | | | | | | | | | | | | |
| Co | Budget Unit | | | | CC | | Account | Project | | | LPC | | Activity | | | Loc | | | GST | | | | | Amount  (Inc GST) | |
|  |  | | | |  | |  |  | | |  | |  | | |  | | |  | | | | |  | |
|  |  | | | |  | |  |  | | |  | |  | | |  | | |  | | | | |  | |
|  |  | | | |  | |  |  | | |  | |  | | |  | | |  | | | | |  | |
| **Total** | | | | | | | | | | | | | | | | | | |  | | | | |  | |

## Top 12 natural account codes used for Student Reimbursement Requests

|  |  |  |
| --- | --- | --- |
| **Code** | **Natural account name** | **Description** |
| 5665 | Student Travel & Excursions | Record expenditure related to the cost of running University owned Motor Vehicles. Reimbursement for personal use of a motor vehicle on University Business should be included in 5671 Domestic Travel (Transport) on University Business. |
| 5671 | Domestic Travel (Transport) on University Business | Record transport related expenditure while travelling on University business within Australia. This includes Airfares, taxi’s and car hire. This account is also used to record local travel such as the cost of using public transport and taxis in Melbourne while on University business. Includes the cost of petrol while on University business. If transport costs (e.g. flights) are included in a travel package, a reasonable estimate is required to separate the transport component from other costs. (For more information refer to the University Policy Library: MPF 1177 Travel Policy and MPF 1178 Travel Procedure) |
| 5667 | Seminar/Conference/Event Registration | Record the registration costs of seminars, conference or events attended in capacity as a University employee. Note the costs of flights and airfares should be included in the most appropriate of Travel Expense Natural Accounts 5671, 5672, 5673 or 5674. |
| 5672 | Domestic Travel (Accommodation and Incidentals) on University Business | Record expenditure on Accommodation and incidentals related expenditure while travelling on University business within Australia. This includes the cost of meals associated with accommodation while travelling. If accommodation and meals are priced as part of a package, a reasonable estimate is required to separate this component from other costs. (For more information refer to the University Policy Library: MPF 1177 Travel Policy and MPF 1178 Travel Procedure) |
| 5673 | International Travel (Transport) on University Business | Record transport related expenditure while travelling on University business outside Australia. This includes Airfares, taxi’s and car hire and petrol costs while on University business. If transport costs (e.g. flights) are included in a travel package, a reasonable estimate is required to separate the transport component from other costs. (For more information refer to the University Policy Library: MPF 1177 Travel Policy and MPF 1178 Travel Procedure). |
| 5731 | Bursaries & Grants - Students | Record bursaries and grants to students of the University of Melbourne. Excludes payments of Prizes to students which should be recorded against 5646 "Student Exhibitions & Prizes". Includes payments to entities hosting Students undertaking Advance Medical Science (AMS). |
| 5674 | International Travel (Accommodation and Incidentals) on University Business | Record expenditure on Accommodation and incidentals related expenditure while travelling on University business outside Australia. This includes the cost of meals associated with accommodation while travelling. If accommodation and meals are priced as part a package, a reasonable estimate is required to separate this component from other costs. (For more information refer to the University Policy Library: MPF 1177 Travel Policy and MPF 1178 Travel Procedure). |
| 5732 | Other Grants | Records all other grants to bodies outside the University that do not fit into 5731 Bursaries & Grants Students, 5733 Grants to Affiliated Institutions and 5734 Shared Grants (HEP & ORPO). |
| 5641 | Student Subsidies | Record the cost of subsidies provided to students. This includes the payment of Residential Fees on their behalf and other support provided. It does not cover the cost of student travel (5665) or Gifts/Prizes to students (5646) each of which have their own Natural Account |
| 5642 | Student Training | Costs associated with Training of students includes the cost of workshops and courses from external training providers. |
| 5573 | Imaging and Printing | Costs incurred in buying in photocopying and printing services from an external supplier. Includes the production of flyers, promotional material and printing course readers and course notes.  NOTE: paper used in University photocopiers and printers should be coded to 5554 stationary as should toners, and other inputs such as staples  NOTE: Photocopy services from internal suppliers (within the University) should be coded to 7246 Internal Imaging and Printing. Repairs and maintenance on University owned (or leased) photocopiers should be charged 5911 Equipment - Repairs and Maintenance. |
| 5569 | Provisions and Sundries (Other) | Records expenditure that is of a consumable nature or has a quick turnover, that is not better captured in one of the other specific purpose Natural Accounts in this category. Note that the purchase of assets such as photocopiers and whiteboards should be recorded against 5791 Assets <$10,000. Before using this account check that there is not a more appropriate Natural Account for the expense. |

For a full list of natural accounts, please refer to the Chart of Accounts practice guide appendix 1-5 on staff Hub, or [finance-help@unimelb.edu.au](mailto:finance-help@unimelb.edu.au)