ER1 EXPENSE REIMBURSEMENT FORM

The **ER1 Form** is to be used by employees and students claiming reimbursement from UNSW for business-related expenses. Receipts, tax invoices and other relevant documentation must be attached to this form.

Use the **MV2 Private Vehicle Mileage Form** if claiming motor vehicle expenses on a privately owned vehicle used for UNSW business purposes (MV2 Form).

Name		Claim Description
Employee ID/Student ID		
School/Dept/Unit Name		

Please group similar expenses, ie, taxis, accommodation, meals etc.

Item Description	Why was the purchase made?	Foreign Currency Amt	AUD Amt (incl GST)
Transport – airfares, taxis, bus fares etc.			
Accommodation			
Meals/Entertainment – food & drink, catering etc. Indicate No. of Employees, Students, Family, Other.			
Other			
	TOTAL		

31/03/2015

Charge Claim To

Percent	Fund	Department	Project Code	Project Name

Student Payment Details   This section is to be completed by students only. Employees don't need to complete.

Tick a Payment Method – Overseas Wire payments are not available

☐	**EFT**	Bank Name	
		Branch Name	
		BSB	
		Bank Account Number	

☐	**Overseas Draft**	Address	
		Country	

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. This is the only claim I have made, or will make, for these expenses.
4. Payment Details provided are correct if I am a Student claiming reimbursement of expenses.

Claimant's Signature		**Date**	
Supervisor Name			
Supervisor Signature		**Date**	

Approval by a Financial Delegate will be done in NS Financials.

Forward to your School/Unit Administrator for entry into NS Financials.