

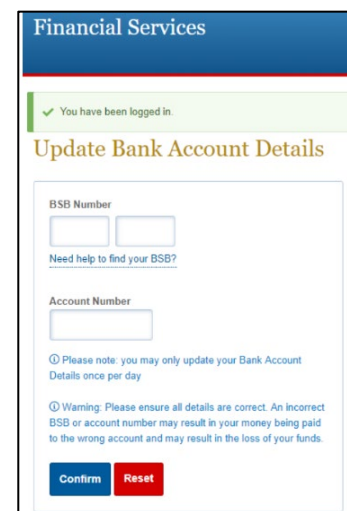
Student Excess Baggage Reimbursement Request e-Form

Introduction

This guide is intended for students who need to submit a reimbursement claim for excess baggage charges associated with travelling to The University of Adelaide.

Requirements prior to submitting your claim

1. A copy of your excess baggage invoice(s) and proof of being onshore in Australia (e.g. arrival stamp in passport or boarding pass from domestic flight) to attach to the reimbursement claim e-form
2. Australian bank details must be provided. To update your bank details, follow the steps below:
 - Go to <https://www.adelaide.edu.au/student/>
 - Click on **Bank Details** from the **Services Menu** (left-hand side of the page).
 - Enter your student ID as the username (e.g. a1234567) and your password.
 - Enter your account details on the **Update Bank Account Details** screen and click **Confirm**.



To access the Reimbursement Request e-Form

- Go to [Documents, Forms & Policies](#) > Forms > Accounts Payable > Reimbursement Form, OR
- Click on the gold Kofax button on the [Finance & Procurement Services](#) homepage > Forms > Reimbursement Form OR
- Click on the Kofax tile in the Finance System > Forms > Reimbursement Form.

Procedure

1. Click on **Reimbursement Form** from the menu

Home Reimbursement Forms						
Work Queue						
Refresh						
Activity Name	Reference Number	Inv Date	Invoice Type	Total Amount		
Submitted Claims						
Invoice Reference	Invoice Date	Invoice Type	Incl Amount	Approver Name	Status	
K0004102	08/04/2019	Reimbursement Form	100.00	Mark De Ritter	Validate	
K0004101	08/04/2019	Reimbursement Form	100.00	Mark De Ritter	Validate	

Note: the top section are claims that need your attention and have yet to be submitted for processing. The bottom section – is submitted claims that are either in progress or completed.

2. Complete the **Claimant Details**

- a. Select Student from the drop down list to begin
- b. Enter your student (claimant) ID (entered in format a1234567) or name by typing directly into the appropriate field or use the Search function
- c. Enter a1223788 (Chelsea Fuller) in as the Approver's name

REIMBURSEMENT FORM

This form is used to seek reimbursement of goods and services paid for by staff or students using personal funds. Supporting documentation must be attached. For international reimbursements, provide a copy of the credit/bank statement for the day the transaction occurred. Alternatively the University rates will be used to calculate the exchange rate.

Claimant Details **Approver Information** ⓘ

Claimant ID Claimant's Name
Approver's Name

Reimbursement | Attachments | History

dd/mm/yyyy 100 0.00 AUD

Invoice Date	Description	Expense Category	Business Use%	Dept	Project	Project Description	Account	Account Description	Incl Amount	Currency

3. Enter the claim details as below blank fields above the payment description line, working in order from left to right.

There are a mixture of data fields, drop down lists and look up functions to assist you.

Invoice Date	Type the date of the invoice (formatted as dd/mm/yyyy)
Description	Excess Baggage
Expense Category	Select Other from the drop down menu
Business Use (defaulted to 100%)	No change required
Dept	Type 721
Project	Type 15111564
Project Description (read only field)	This field will be pre-populated with "External Relations Operating"
Account	Type 2413
Account Description (read only field)	This field will be pre-populated with "Student Support"
Incl Amount	Enter the excess baggage amount shown on the invoice
Currency	Select the currency shown on the invoice from the drop down menu

4. Once you have completed all the data fields click **Add**. Repeat steps 3 and 4 if more lines are required.

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Reimbursement | Attachments | History

Invoice Date	Description	Expense Category	Business Use%	Dept	Project	Project Description	Account	Account Description	Incl Amount	Currency
12/02/2019	Training Materials	Stationery, printing & paper	100	810	1588888	AP_WORKFLOW	2745	Stationery, Printing & Paper	96.50	AUD

Total:

5. To amend a line(s) click on the individual line to highlight it, make your changes and then click **Update**. If you wish to delete a line(s) click on the individual line to highlight it then click **Delete**.

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Claimant Details **Approver Information**

Professional Claimant ID: a1612480 Claimant's Name: Andrea Spedding Search Approver's Name: Margaret Keelan Search

Reimbursement Attachments History

Invoice Date	Description	Expense Category	Business Use%	Dept	Project	Project Description	Account	Account Description	Ind Amount	Currency
12/02/2019	Training Materials	Stationery, printing & paper	100	810	1588888	AP_WORKFLOW	2745	Stationery, Printing & Paper	86.50	AUD
12/02/2019	Training Materials	Stationery, printing & paper	100	810	1588888	AP_WORKFLOW	2745	Stationery, Printing & Paper	86.50	AUD

Total : 86.50

Buttons: Add, Update, Delete

6. Attachments must be provided in order for the claim to be processed
(Please remove any personal information not required to facilitate the reimbursement).
 - a. Click on the **Attachments** Tab
 - b. Click browse, select document, click open
 - c. The file will then appear in the list.
 - i. To delete, click on the **Download** link and select delete

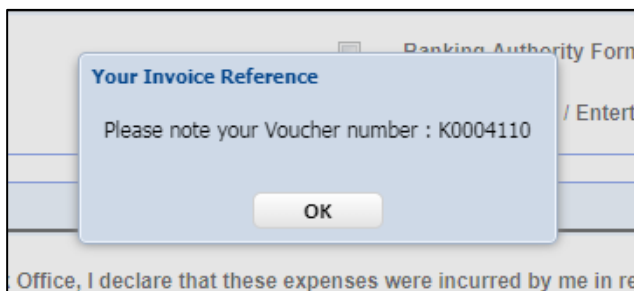
Payment Information **Attachments** History

Upload File Browse

File Name	File Type	Download
Full page photo.pdf	application/pdf	Download Download Delete

If insufficient documentation is provided, the claim will be pushed back to the claimant.

7. Once you have completed all the data fields and attached the required documentation, click **Submit**.
8. A pop up will appear with your unique 'K' reference number – this is also the voucher number in the Finance System.



Your claim has now been submitted.

Need assistance?

For further support or questions, contact Finance & Procurement Services on +61 8 8313 3414 or finprosupport@adelaide.edu.au