

# How to claim a reimbursement

## Introduction

It is preferable that all University-related expenditure is made using approved University purchasing methods (e.g. through eProcurement or on a University Corporate Credit Card). However, the University recognises that sometimes the conduct of University business is expedited by timely use of personal funds by staff and students.

This guide outlines how to claim a reimbursement for University-related expenditure incurred through the use of personal funds in accordance to the [Reimbursement Procedures](#).

## Procedure

1. Open the [Reimbursement Form](#) and list the expenses to be claimed.
2. For transactions that occurred in a foreign currency; provide a copy of the credit/bank statement for the day the transaction occurred or use the [University exchange rates](#).
3. If you don't know your **Department ID** see the how to guide '[Finding your department ID](#)' or ask your Line Manager, Faculty Finance Office or Division Finance.
4. Your **Project ID** may vary depending on where your funding is coming from, if you're not sure ask your Line Manager or contact your Faculty Finance Office or Division Finance.
5. Obtain the relevant approval. If you are a staff member, it's your Line Manager. If you're a student it will be your Supervisor or if you're claiming a reimbursement from a research grant project; you will need the CI's approval.

Step 6 relates to **changing student bank details**. Staff members go to step 7.

6. If you have an **Australian bank account**, you can change your details through Unified; log in and click on the Bank Details icon. Complete this step before submitting your reimbursement form.

If you have an **overseas bank account**, you will need to complete the [Bank Authority Form](#) (submit this with the [Reimbursement Form](#)).

7. Send the Reimbursement Form, receipts and/or supporting documentation (and Banking Authority Form if applicable) to [noninvoicepymnts@adelaide.edu.au](mailto:noninvoicepymnts@adelaide.edu.au) for compliance review and processing. If further information is required one of our staff will contact you for clarification.

STUDENTS ONLY

## Need help?

For further support or questions, contact Finance & Procurement Services on +61 8 8313 3414 or [finprosupport@adelaide.edu.au](mailto:finprosupport@adelaide.edu.au)