

Kofax Claimant Review – Reimbursements e-Form

Introduction

This guide is intended for claimants who receive a reimbursement notification from Kofax requesting them to review and submit a claim entered on their behalf.

Access to Kofax

You can access Kofax in the following ways;

- Click the link in the system generated email sent to you when an e-Form has been sent to you to action
- Click on the gold Kofax button on the Finance & Procurement Services [homepage](#) or
- Click on the Kofax tile in the [Finance System](#).

If you are travelling or not on the University network (e.g. working from home):

- Please visit ITDS website to set up the [ADAPT](#) and/or [VPN](#) to access Kofax
- Alternatively, please nominate an alternative user in advance to action on your behalf ([link](#))

Procedure

As a claimant, you will be asked to validate the form details and if required, review the department and project code (coding). You will also need to read and tick the mandatory Reimbursement Declaration.

1. From your Work Queue, click on the e-Form link you would like to action. In this scenario click on **Claimant Review**.

My Work Queue		
Refresh		
Activity Name	Reference Number	Invoice Type
Claimant Review	K0003593	Reimbursement Form
Business Review	K0003566	Non-PO Invoice
Business Review	K0003572	Reimbursement Form

2. Review the e-Form expenditure details to verify the claim is intended for you.

Click on the **Attachments** tab to review the attached documentation and/or attach any further documentation to support your claim (***please redact any personal information not required to facilitate the reimbursement***).

Review the distribution line(s) containing the expense description and the coding (dept. & project).

My Worklist Search Forms

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.

Reference No : Date :

Claimant Details **Approver Information**

Professional Claimant ID Claimant's Name Approver's Name

Reimbursement **Attachments** History

Invoice Date	Description	Expense Category	Business Use%	Dept	Project	Project Description	Account	Account Description	Ind Amount	Currency
12/02/2019	Refreshments for APA training	Light Lunch during meeting/morning tea (eg baguette)	100	810	15888888	AP_WORKFLOW	2790	Light Meals Non FBT Employees	86.00	AUD

Total :

- Once you have reviewed and verified the e-Form expenditure and approve of the coding, read and tick the mandatory **Reimbursement Declaration**.

Advance Payment

Was a travel advance paid in relation to any of the above expenditure? If yes, how much was the travel advance?

Documentation Checklist

Tax invoice / receipt or "Lost or Unobtainable Tax Invoice / Receipt Declaration" Banking Authority Form (overseas bank accounts only)

Copy of the credit / bank statement for the day the transaction occurred (for foreign currency transactions) Claims for Meal / Entertainment include details of attendees (staff and non-staff)

Declaration: In accordance with the Fringe Benefits Tax Assessment Act (1986) requirements set out by the Australian Tax Office, I declare that these expenses were incurred by me in respect of my employment at The University of Adelaide in gaining or producing my assessable income.

The goods & services that I have sought reimbursement for comply with University Policy & Procedures and are for approved University business purposes. If funds are being reimbursed from a research grant, approval has been granted from the Chief Investigator to make this claim.

Links

1. Financial Management Policy & Procedures 2. Lost or Unobtainable Tax Invoice / Receipt Declaration 3. Banking Authority Form
4. Update Bank Details (Students with Australian bank accounts)

Comments (optional)

- Click **Submit** at the bottom of the page.

Things to note

- The e-Form approver must be the claimants Line Manager (staff) or Supervisor (students) or Chief Investigator (CI) for grant expenditure.
- If you **Withdraw** a claim this will cancel the claim and it will be deleted from the system.
- If you start working on the form and then realise you do not want it to be submitted at that time, press **Cancel** and it will add it back to your Work Queue.

Contact Us

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