

# Submitting a Reimbursement Request e-Form

## Introduction

This guide is intended for staff and students that need to submit a reimbursement claim for University related expenditure incurred through the use of personal funds, in accordance to the [Reimbursement Procedures](#).

## To access the Reimbursement Request e-Form

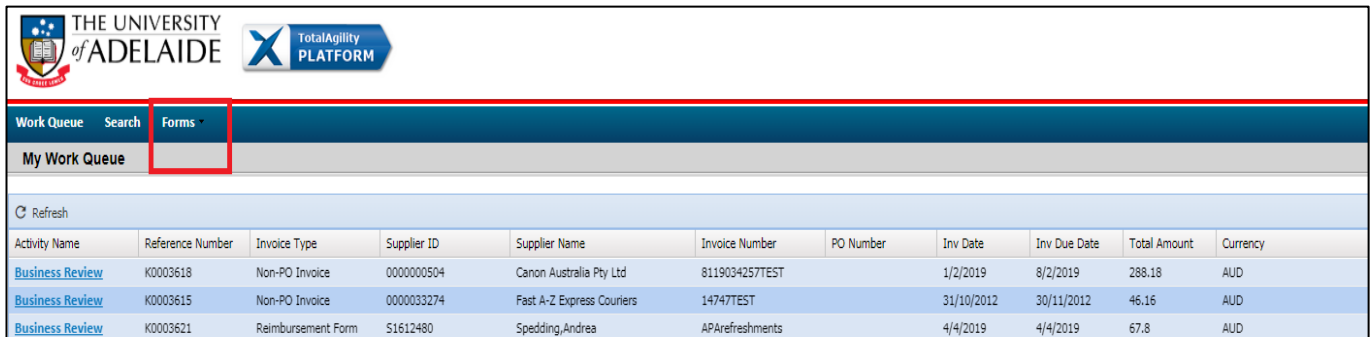
- Go to [Documents, Forms & Policies](#) > Forms > Accounts Payable > Reimbursement Form
- Click on the Kofax button on the Finance & Procurement Services [homepage](#), > Forms > Reimbursement Form
- Click on the Kofax tile in the Finance System > Forms > Reimbursement.

NOTE, if you are travelling or not on the University network:

- 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

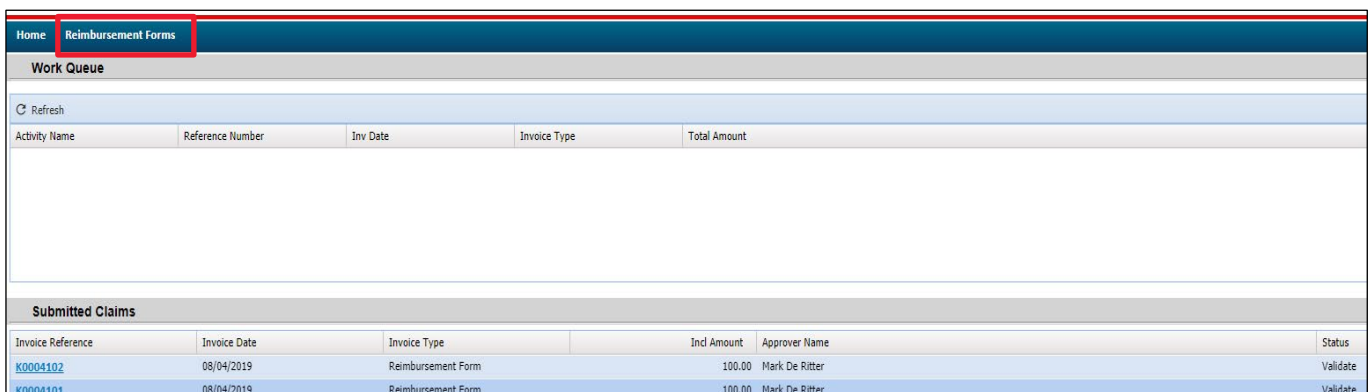
1. a ) Staff view – go to Forms drop down and select **Reimbursement Form** from the drop down list



The screenshot shows the Kofax TotalAgility Platform interface. At the top left is the University of Adelaide logo and the TotalAgility PLATFORM logo. Below the logos is a navigation bar with 'Work Queue', 'Search', and 'Forms' (highlighted with a red box). Under 'Forms', 'My Work Queue' is selected. Below this is a 'Refresh' button and a table of activities.

Activity Name	Reference Number	Invoice Type	Supplier ID	Supplier Name	Invoice Number	PO Number	Inv Date	Inv Due Date	Total Amount	Currency
<a href="#">Business Review</a>	K0003618	Non-PO Invoice	000000504	Canon Australia Pty Ltd	8119034257TEST		1/2/2019	8/2/2019	288.18	AUD
<a href="#">Business Review</a>	K0003615	Non-PO Invoice	0000033274	Fast A-Z Express Couriers	14747TEST		31/10/2012	30/11/2012	46.16	AUD
<a href="#">Business Review</a>	K0003621	Reimbursement Form	S1612480	Spedding, Andrea	APArefreshments		4/4/2019	4/4/2019	67.8	AUD

- b) Student view – click on **Reimbursement Form**



The screenshot shows the Kofax TotalAgility Platform interface for a student view. At the top left is the University of Adelaide logo and the TotalAgility PLATFORM logo. Below the logos is a navigation bar with 'Home' and 'Reimbursement Forms' (highlighted with a red box). Under 'Reimbursement Forms', 'Work Queue' is selected. Below this is a 'Refresh' button and a table of activities.

Activity Name	Reference Number	Inv Date	Invoice Type	Total Amount

Below the 'Work Queue' section is a 'Submitted Claims' section with a table of claims.

Invoice Reference	Invoice Date	Invoice Type	Incl Amount	Approver Name	Status
<a href="#">K0004102</a>	08/04/2019	Reimbursement Form	100.00	Mark De Ritter	Validate
<a href="#">K0004101</a>	08/04/2019	Reimbursement Form	100.00	Mark De Ritter	Validate

Students see a different view from staff; the top section are claims that need your attention and have yet to be submitted for processing. The bottom section (Submitted Claims) are either in progress or completed.

## 2. Complete the **Claimant Details**

- select Professional, Student or Academic from the drop down list to begin
- enter the claimant ID (entered in format a1234567) or name by typing directly into the fields or using the Search function
- the Approver must be the claimants Line manager (Staff) or Supervisor (Students) or CI for grant expenditure (entered in format a1234567).

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					
<input type="text"/> Claimant ID		<input type="text"/> Claimant's Name				<input type="text"/> Search		<input type="text"/> Approver's Name		<input type="text"/> Search	
<div style="display: flex; border-bottom: 1px solid black;"> <span>Reimbursement</span> <span>Attachments</span> <span>History</span> </div>											
dd/mm/yyyy				100						0.00 AUD	
Invoice Date	Description	Expense Category	Business Use%	Dept	Project	Project Description	Account	Account Description	Incl Amount	Currency	

You are able to submit reimbursement claims on behalf of others however the claimant will receive the claim to review before it can progress – refer to note on last page.

- Enter each expense as an individual line by entering data into the blank field 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 in the date of expense / receipt
Description	Provide a description of the type of expense e.g. taxi to AFBC conference Sydney (this will show in Orbit* reports)
Expense Category	Select the most appropriate category from the drop down list
Business Use	Enter the percentage of claimed as business usage
Dept	Enter in the 3 digit code – you can type this in if you know it, otherwise use the look up function, select code and click OK
Project	Enter in the 8 digit code - you can type this in if you know it, otherwise use the look up function, select code and click OK
Project Description (read only field)	This field will be pre-populated based on the project selected
Account	This field will be pre-populated based on the Expense Category selected unless 'Other' is selected. In this case you can enter an account code if known, otherwise leave blank and this will be entered for you during the compliance checks.
Account Description (read only field)	This field will be pre-populated based on the account code
Incl. Amount	Total amount to be claimed, including GST.
Currency (defaults to AUD)	If you provide a copy of the credit/bank statement for the day of the expense, that conversion rate will be used, otherwise University rates will be used

\*Orbit is a reporting tool, providing financial management of research and non-research projects.

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

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**Claimant Details** Professional Claimant ID a1612480 Claimant's Name Andrea Spedding  Search

**Approver Information** 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	15888888	AP_WORKFLOW	2745	Stationery, Printing & Paper	86.50	AUD

Total : 0.00

**Advance Payment**

Was a travel advance paid in relation to any of the above expenditure?  If yes, how much was the travel advance?  0.00

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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Total : 86.50

6. Attachments must be provided in order for the claim to be processed (*please redact 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

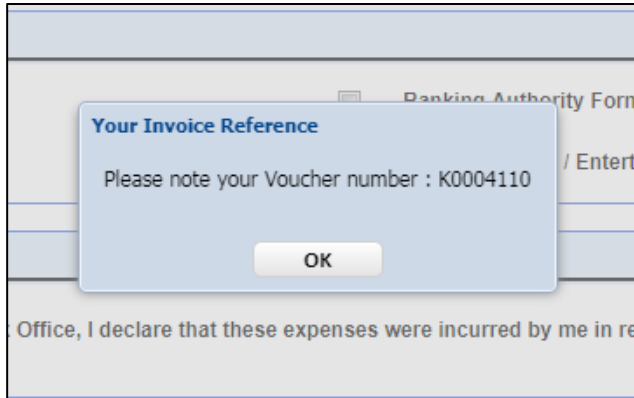
Payment Information **Attachments** History

Upload File

File Name	File Type	Download
Full page photo.pdf	application/pdf	<input type="button" value="Download"/> <input type="button" value="Download"/> <input type="button" value="Delete"/>

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

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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.



## Additional information

Based on the information you have entered and the type of expense(s) you are claiming, you may be asked to complete additional fields:

- a. **Meal Entertainment FBT (Fringe Benefits Tax) Questions** – this will only appear if you have selected meals and entertainment expense categories. If FBT is applicable, it will be charged back to the area
- b. **Gifts** - enter the name of the gift recipient, noting that FBT will be charged back to the area for gifts to employees over \$300
- c. **Advance payment** – only complete if you received advanced funds towards travel costs
- d. **Documentation Checklist** – review to ensure all required documentation has been completed
- e. **Reimbursement Declaration** – this is a mandatory field, please read and tick the box. If you are submitting a reimbursement request on behalf of someone else, the claimant will need to read and tick the declaration.
- f. **Links** – Additional links to assist with providing required forms (where applicable).

## Related Quick Reference Guides

If you are submitting a reimbursement claim on behalf of someone else, they will be required to endorse the claim prior to it being work flowed for processing. The following guide explains the steps involved:

Kofax – [Reimbursement Claimant Review](#)

## 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)