

Reimbursement of skin health checks for staff

Introduction

The University of Adelaide Skin Health Check Program 2021 is available to fixed term, continuing and casual staff. You will need to retain a copy of your receipt and attach it to the reimbursement e-form where prompted in the finance system, Kofax.

Special notes

- University corporate credit cardholders are asked not to use their credit card for this expense but claim reimbursement via the online reimbursement form (not through Fraedom).
- You must be on the University network to access Kofax, so if you're working from home, you must set up [ADAPT](#) and/or [VPN](#)

To access the Reimbursement Request e-Form

- Click on the gold Kofax button on the [F&PS homepage](#), or [here](#) to access Kofax
- Sign in using your normal user ID and password.
- Go to Forms > Reimbursement Form

Procedure

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



Activity Name	Reference Number	Invoice Type	Supplier ID	Supplier Name	Invoice Number	PO Number	Inv Date	Inv Due Date	Total Amount	Currency
Business Review	K0003618	Non-PO Invoice	0000000504	Canon Australia Pty Ltd	8119034257TEST		1/2/2019	8/2/2019	288.18	AUD
Business Review	K0003615	Non-PO Invoice	0000033274	Fast A-Z Express Counters	14747TEST		31/10/2012	30/11/2012	46.16	AUD
Business Review	K0003621	Reimbursement Form	S1612480	Spedding, Andrea	APArefreshments		4/4/2019	4/4/2019	67.8	AUD

2. Complete the **Claimant Details**

- select Professional 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) and be 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**

Claimant ID Claimant's Name
Approver's Name

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 expense by entering data into the blank field above the payment description line, working in order from left to right.
- For reimbursement of the **skin health check** – enter the data below

Invoice date	Enter date of appointment
Description	Skin health check
Expense Category	Select "Other"
Business Use	Enter 100%
Dept	Enter 642
Project	Enter 14125700
Project Description (read only field)	This field will be pre-populated to <i>HR-Wellbeing & Patoral Care</i>
Account	Enter 2794
Account Description (read only field)	This field will be pre-populated to <i>Employee Amenities</i>
Incl. Amount	\$25 per claim
Currency	Defaults to AUD

- Once you have completed all the data fields click **Add**.
- To amend a line click on the individual line to highlight it, make your changes and then click **Update**. If you wish to delete a line click on the individual line to highlight it then click **Delete**.

REIMBURSEMENT FORM

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Claimant Details **Approver Information**

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

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	15888888	AP_WORKFLOW	2745	Stationery, Printing & Paper	86.50	AUD

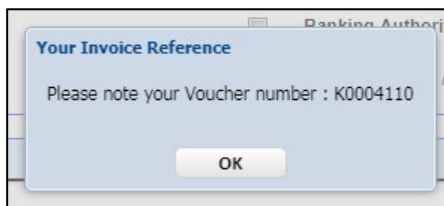
Total : 86.50

7. 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

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

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

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



NOTE: 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 – refer to the [Claimant Review guide](#)

Need assistance?

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