

ER1 EXPENSE REIMBURSEMENT FORM



The **ER1 Form** is to be used by employees and students claiming reimbursement from UNSW for business-related expenses. Receipts, tax invoices and other relevant documentation must be attached to this form.

Use the **MV2 Private Vehicle Mileage Form** if claiming motor vehicle expenses on a privately owned vehicle used for UNSW business purposes ([MV2 Form](#)).

Use the **TR2 Travel Allowance Form** if claiming a Travel Allowance (employees only) ([TR2 Form](#)).

Name		Claim Description
Employee ID/Student ID		
School/Dept/Unit Name		

Please group similar expenses, ie, taxis, accommodation, meals etc.

Item Description	Why was the purchase made?	Foreign Currency Amt	AUD Amt (incl GST)
<i>Transport – airfares, taxis, bus fares etc.</i>			
<i>Accommodation</i>			
<i>Meals/Entertainment – food & drink, catering etc. Indicate No. of Employees, Students, Family, Other.</i>			
<i>Other</i>			
TOTAL			

Charge Claim To				
Percent	Fund	Department	Project Code	Project Name

Student Payment Details	This section is to be completed by students only. Employees don't need to complete.
Tick a Payment Method – Overseas Wire payments are not available	

EFT	Bank Name			
	Branch Name			
	BSB			
	Bank Account Number			

Cheque	Address			
	Suburb			
State			Post Code	

Overseas Draft	Address			
	Country			

Claimant Declaration			
I declare that: <ol style="list-style-type: none"> The expenses were for UNSW business purposes only and in accordance with UNSW policy. All receipts and tax invoices are attached. This is the only claim I have made, or will make, for these expenses. Payment Details provided are correct if I am a Student claiming reimbursement of expenses. 			
Claimant's Signature		Date	

Expense Claim Approval					
<i>If your school/unit requires your Manager, Project Manager or Head of School to approve this claim please obtain signature.</i>					
The Claimant's Declaration is accurate in all aspects and is in accordance with UNSW Policy.					
Approver's Name		Signature		Date	

Forward to your School/Unit Administrator for entry into NS Financials.