|  |  |  |
| --- | --- | --- |
| F 05/06 | STUDENT REIMBURSEMENT REQUEST | UOM-Rev3D_S_Sm copy |
| This form is to be used for **student reimbursements related to University Expenditure only.** All other salary payments, scholarships, prizes/bursaries, studentships and student reimbursements related to student course work to be administered by [**Melbourne Scholarships & Bursaries**](http://services.unimelb.edu.au/scholarships)**.** Student to complete the Student section and submit to their Department to complete. Once finalised, email to Finance Operations. Email only one inbox to avoid duplications. fin-mdhs@unimelb.edu.au, fin-stem@unimelb.edu.au, fin-hass@unimelb.edu.au, fin-uschanc@unimelb.edu.au. Enquiries to Finance Relationship Group 9035 54000 (Option 2). |
| STUDENT TO COMPLETE |
| Student Name |       | Student ID |       |
| Home Address |       |
| Suburb |       | State |       | Postcode |       |
| Contact Phone No. |       | Email |       |

|  |  |
| --- | --- |
| AUSTRALIAN BANK ACCOUNT (enter details for one only) | INTERNATIONAL BANK ACCOUNT (enter details for one only) |

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| --- | --- | --- | --- |
| Account Holder Name (e.g. John Citizen) |       | Account Holder Name (e.g. John B Citizen) |       |
| Bank Name (e.g. NAB) |       | Bank Account Name |       |
| BSB |       | Bank Name |       |
| Account Num. |       | Full address of Bank (include County) |       |
| **Please ensure scanned copies of tax invoices/receipts are attached as supporting documentation for this request** | Bank Account Num. |       |
| Routing/ABA/Sort Code |       |
| IBAN No\* |       |
| Purpose of Payment |       |
| Signature of student  |  | Date |   /  /     |
| SUPERVISOR / DEPARTMENT TO COMPLETE  |
| Approved by  |       | Position |       |
| Approver Email  |       | Ph/Ext |       |
| Signature |       | Date |   /  /     |
| Financial Approver(leave blank if as above) |       | Ph/Ext |       |
| Co | Dept. | CC | Account | Project | LPC | Activity | Loc. | Tax Code | Amount  |
|    |      |    |      |       |     |    |    | GST |       |
|    |      |    |      |       |     |    |    | GST |       |
|    |      |    |      |       |     |    |    | GST |       |
| GST Amount |       |
| TOTAL Amount (incl. GST) |       |
| **FINANCE OPERATIONS USE ONLY** Invoice Number: Student No\_DDMMYY (i.e. 12345678\_220916)  |