Southern Cross University

Financial Services

Non-staff expense claim

Please complete electronically – totals are calculated automatically

Date created		Entity		GL/PL code	

Claimant details

Surname		First name	
Email address			
Street address			

Town/City		State		Post Code	

EFT details

Account name		Bank Name	

BSB		Account number		Swift/routing/IBAN		*(International accounts only)*

Travel log

Departure				Arrival			Activity		
Date *(dd/mm/yy)*	Time *(00:00)*	Depart from	Mode	Date *(dd/mm/yy)*	Time *(00:00)*	Destination	Type	Activity and venue details	

Private vehicle usage - please complete electronically – totals are calculated automatically

Date *(dd/mm/yy)*	From/return location	To location	Rego	Klms claimed	Klm rate		Sub-total	Adj amt	$AUD total
					Car	0.78			
					M' Cycle	0.39			

Other actuals- please complete electronically – totals are calculated automatically

Details	Amount claimed	Currency	Conversion rate	Sub-total	Adj amt	$AUD total

Total claim to be paid $

Extra details (if required)

Claimant declaration (Please ensure supporting tax invoices and receipts are attached)

I certify, in accordance with the relevant provision of the Public Audit and Finance Act, 1983, as amended, that:

1. The travel as detailed in the travel log was for the purposes stated and is a correct record of my movements.
2. All actual expenses claimed were incurred by me for University purposes.
3. I declare that the total amount claimed was fully in respect of conducting University business.

Claimant signature		Date	

Head of work unit approval

Name in full	
Signature		Date	

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