

Attach relevant tax invoices and FBT Entertainment Declaration Form (Form 571) to this request

<b>Staff/Student Name:</b>	
<b>Staff/Student No.</b>	
<b>Address:</b>	
<b>Banking Details:</b>	
<b>Account Name:</b>	
<b>Bank/Branch Name:</b>	
<b>BSB:</b>	
<b>Account No:</b>	

Business Purpose/Narrative for claim:


Amounts claimed:-

<i>Expense type e.g. car hire</i>	<i>Currency</i>	<i>Amount</i>	<i>Project No. or account to be charged</i>
<b>TOTAL</b>			

If the below questions are not applicable to your expenses, please insert "n/a" in the box.

I confirm that the travel costs above are associated with travel that has been sourced via Trobexis and has been approved  
 Travel Requisition No# \_\_\_\_\_

I confirm I have completed a travel diary, via Trobexis (if required), in association with the travel above, or pre-populated a travel diary in Trobexis where travel has yet to occur.

I have completed and attached a FBT entertainment Declaration form (Form 571) (if required)

**Employee Declaration**

I confirm that the primary use of the expenses being sought for reimbursement were for business related purposes, and/or related to any current work role at Murdoch University

Requested by: (Name) \_\_\_\_\_

Signature of requestor: \_\_\_\_\_

Signature of School Dean/Centre Director :  
(or line manager as appropriate) \_\_\_\_\_

Date \_\_\_\_\_

Print Name: \_\_\_\_\_

**REQUEST AND SUPPORTING DOCUMENTS TO BE SUBMITTED TO THE FINANCE OFFICER AT YOUR APPROPRIATE BST, FOR PROCESSING**