

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> | | | |
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| | | | |
| | | | |
| <i>Accommodation</i> | | | |
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| <i>Meals/Entertainment – food & drink, catering etc. Indicate No. of Employees, Students, Family, Other.</i> | | | |
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| | | | |
| <i>Other</i> | | | |
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| | | | |
| | | | |
| | | | |
| | | TOTAL | |

| Charge Claim To | | | | |
|-----------------|------|------------|--------------|--------------|
| Percent | Fund | Department | Project Code | Project Name |
| | | | | |
| | | | | |

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| 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 |

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|------------|
| EFT |
|------------|

| | |
|---------------------|--|
| Bank Name | |
| Branch Name | |
| BSB | |
| Bank Account Number | |

| |
|---------------|
| Cheque |
|---------------|

| | | | |
|---------|--|-----------|--|
| Address | | | |
| | | | |
| | | | |
| Suburb | | | |
| State | | Post Code | |

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|-----------------------|
| 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.