**OVC REIMBURSEMENT APPLICATION FORM**

Version date: 10 December 2019

**Important:**

This form is not used for claiming car running costs – see OVC Reimbursement for Car Running Costs Form, or for Travel and Conference expenses – see Travel and Conference Application Form

Process

1. Payee to list expenses and attach proof of payment. If originals are lost, please provide supporting documentation: for example, record of expenditure on a credit card statement. For more than four expenses, attach additional spreadsheet with numbered list, and detailed description.
2. Entertainment **-** The names of all persons entertained must be listed on the receipt when seeking reimbursement of expenses.
3. Sign and date, obtain an authorisation signature, and then submit the form and proof of payment to the Finance Office for processing
4. A response will be received by the applicant within 1 week of receipt by the Finance Office.

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| --- | --- | --- | --- |
| **Personal details** | | | |
| Name |  | | |
| Date |  | | |
| Bank account details: If left blank payment will be made using previously supplied details | | BSB |  |
| Account Number |  |



|  |  |  |  |
| --- | --- | --- | --- |
| Applicant signature |  | Date |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Authorised by SMT  (Up to $3,000) |  | Date |  |
| Authorised by CFO (Up to $3,000) |  | Date |  |
| Authorised by VC ($3,000 to $5,000) |  | Date |  |

|  |  |  |  |
| --- | --- | --- | --- |
| ***Finance Office use only*** | | | |
| Date received |  | Person received |  |
| Date remittance advice issued | |  | |