

AUC Claim Form



Instructions:

- 1 - Complete this form filling out **all** the required fields, incomplete claims will be returned for correction.
- 2 - Attach supporting documents (*Tax Invoices **must** be supplied otherwise GST component will not be refunded*)
- 3 - Post to: Mr Andrew Jeffrey, Apple University Consortium, PO Box U194, Wollongong Uni, NSW 2500 or
Fax to: +61 2 4204 1616 (*please make sure your fax is set to 'fine' or 'high' resolution*) or
Email to: <ajeffrey@auc.edu.au> as a **single** PDF file (including attachments), subject 'AUC Claim'
- 4 - Payment will be made within approx 2-3 weeks. We will contact you if we require further information.

Claim Type

- Meeting Attendance Training Programs Developer Programs
 Scholarship - Staff Scholarship - Student AUC/AUDF Allowance
 Other (please state) _____

Name of Event & Person Attending:

(eg. Mac OS X Admin Basics Training - Brisbane - Fred Smith)

Claimant's Contact Details (please print)

Name: _____ Phone: _____

Email: _____ Fax: _____


Cheque Payment Details (please print)

Payee: _____

Address: _____

Suburb: _____

State: _____ Post Code: _____


**Choose
one
payment
option**

Direct Deposit (EFT) Details (please print)

NOT AVAILABLE FOR NEW ZEALAND PAYMENTS

Bank: _____

BSB: _____

Account Number: _____

Account Name: _____

Please check the above details as supplying incorrect EFT information will result in your claim being reduced by a \$25 re-processing fee.

Claim Details

University Tax Invoice Attached

| Date | Organisation & Reason for Expense | Amount ex-GST | Amount GST | Total inc-GST |
|--|---|---------------|------------|---------------|
| 12/3/03 - Example | Virgin Blue - Return economy airfare Brisbane to Sydney | 200.00 | 20.00 | 220.00 |
| <small>If not stated on the Tax Invoice, GST is calculated by taking 1/11th of the total amount inclusive of GST. Overseas amounts do NOT attract GST. Please complete all columns and totals.</small> | | | | |
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| TOTALS | | | | |

I seek reimbursement for the above expenses incurred on my or my University's behalf as part of an authorised AUC event or activity. I have attached copies of all relevant documents relating to this claim and declare that all expenses incurred were of a reasonable nature and consistent with the AUC Claims Policy as stated on the AUC web site.
<<http://www.auc.edu.au/Claims>>

Signed: _____

Date: _____

AUC Use Only

- Date Received _____ Documents Checked _____
 Followup Required _____ Date _____
 OK to Pay _____ MYOB Updated _____
 Cheque #: _____ DD #: _____
 AUC Chair _____ Date _____
 Second Sig _____ Date _____
 Payment made _____ Date _____