Australian National University

Create a Reimbursement Claim

1. Overview

This guide provides instructions on how a Claimant can create and submit a Reimbursement Claim for expenses incurred by themselves for official ANU business purposes.

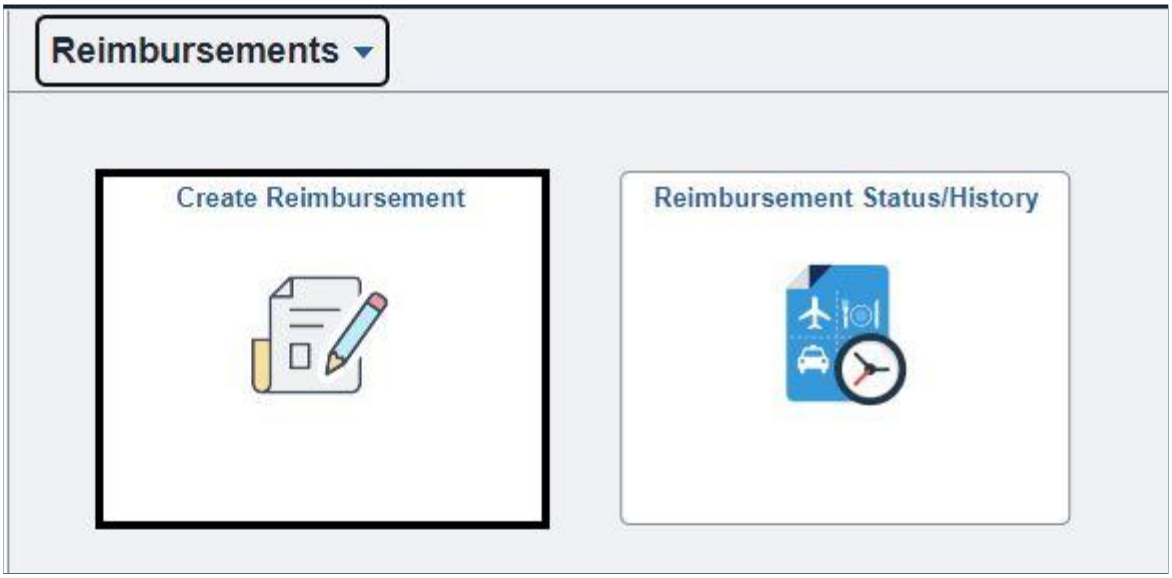
This guide should be read in conjunction with the information regarding the purpose, process and alternatives for a Reimbursement.

Please note: the Claimant themselves must create and submit the claim. A reimbursement claim cannot be created and submitted on behalf of another person.

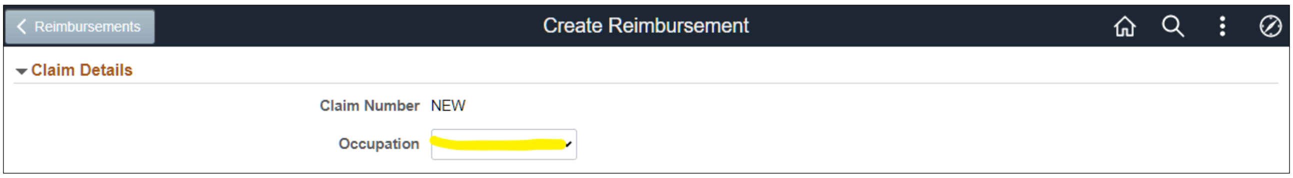
2. Create a Reimbursement Claim

1. Login to Finance Self Service and select the **Reimbursements** Tile

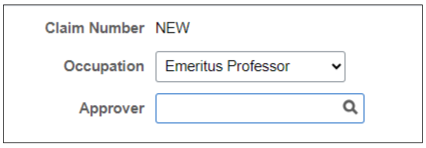
2. Select the **Create Reimbursement** Tile to begin a new Claim.



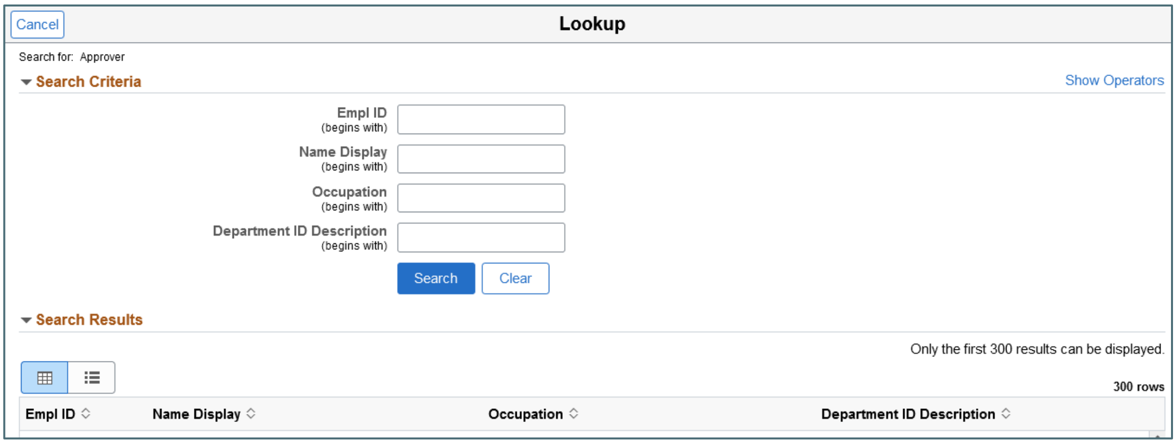
3. If you have multiple active jobs or multiple active relationships, you will be required to first select the occupation (job/relationship) which applies to the claim being submitted. This will assist with determining the appropriate Financial Delegate for approval.



4. In the majority of cases, your Supervisor will be determined by your occupation, based on relationship data held within the HR system. In some cases where you have multiple Supervisors or there is no specific Supervisor identified in the HR system (such as VaHa relationships, students), you will need to select the appropriate Approver from the list of Financial Delegates provided.

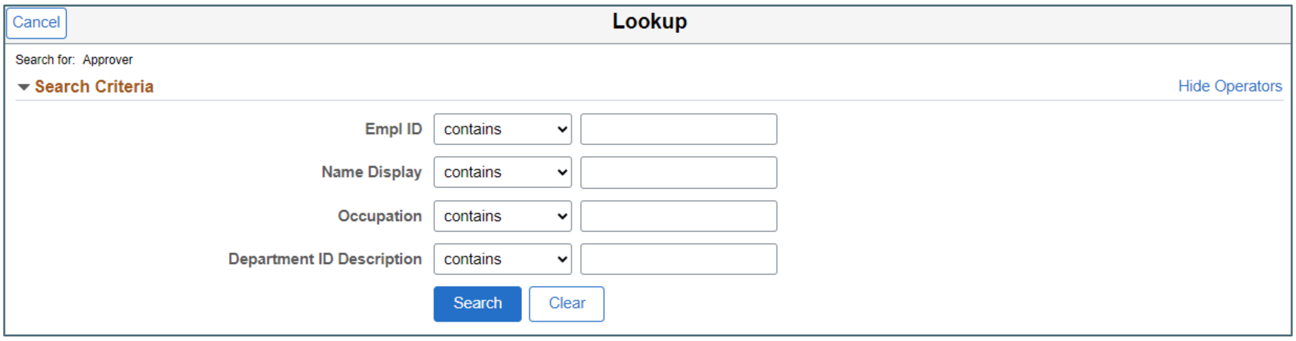


Please use the Search Criteria to filter the Search Results based on your Supervisor's name.

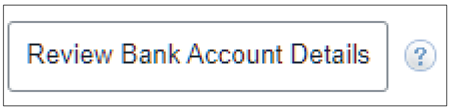


TIPS: Searching for your Supervisor:

- The easiest and most accurate way of searching for your Supervisor is to enter their Employee ID (Empl ID) without the 'U'. This will ensure that there is no possibility of mistaking the identity of your Supervisor, particularly if they share the same name with another person or you know them by a name other than their proper name.
- If you search based on Name Display, please note that the Supervisor's name may be displayed as Surname,FirstName and / or the proper name of the Supervisor may be displayed, not the name by which you know them.
- By default the search criteria looks for 'Begins with'. You can however search for names using the wildcard '%'. So if searching for a Supervisor whose surname is Blog, search for %Blog. This will return all people with Blog anywhere in the Name Display.
- Alternatively, if you click on Show Operators to the right of Search Criteria, you will be able to change the search criteria to look for 'contains'. So if searching for a Supervisor whose surname is Blog, search for contains Blog. This will return all people with Blog anywhere in the Name Display.
- You can also search on other criteria like Department Description. Eg Searching for Department ID Description contains Chemistry will return all people who are employed in a Department where the name contains the word Chemistry.



5. (Optional) Review your Bank Account Details. Details will be retrieved for Employees from HORUS or for Students from ISIS depending on your relationship.



If these details are incorrect or do not exist please update them in the following ANU systems

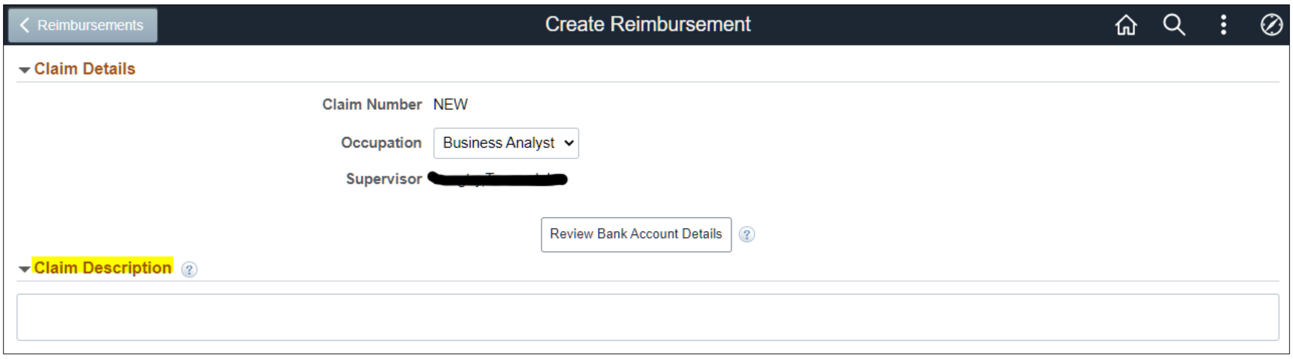
Employee – HORUS

Student – ISIS

Note: For Employees only, please ensure you have the "Default Election" and the "Use for any Remaining Pay" options selected for the preferred bank account.

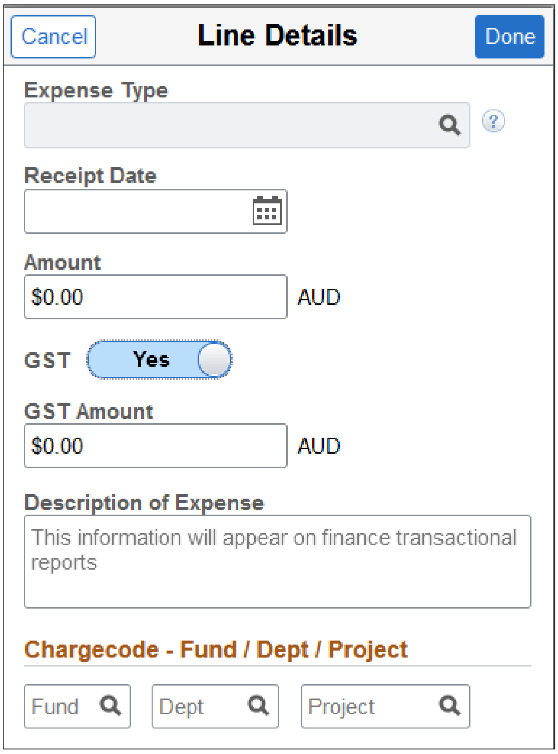
VaHas will be able to access a **Banking** Tile within Finance Self Service to Add/Update Bank Details. **Please note, only Australian bank accounts may be added.**

6. Enter a Claim Description which can be used to describe the whole group of transactions within this claim. This will assist with identifying the Claim within Finance Self Service Reimbursement Status/History. This information is not recorded in ES Financials against the payment. It is only visible within Finance Self Service.



Note: whilst completing the claim it is possible to select Save As Draft which will Save your Claim without submitting. However, you must have added at least one line before you can save your Claim as Draft.

7. Select Add Lines to enter Tax Invoice/Receipt details. One line needs to be added for each Tax Invoice/Receipt included in the claim.

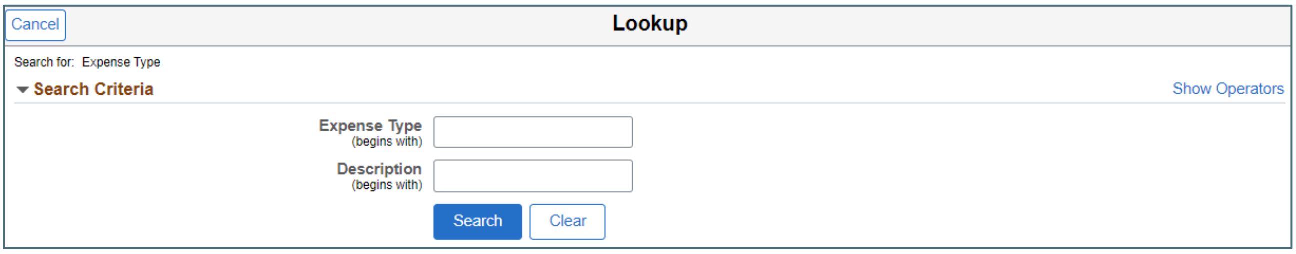


Field	Description	Example
Expense Type	Categorises 'what' the expense is.	Cleaning
Receipt Date	Date on the Tax Invoice/Receipt	19/09/2023
Amount	AUD Only. If you have paid for an expense in foreign currency, please seek reimbursement for the converted AUD amount that you have incurred in your bank account. Please note self service reimbursements can only be made to AUD bank accounts.	110.00
GST	Select Yes if GST is included on the Tax Invoice/Receipt Select No if no GST is included on the Tax Invoice/Receipt	Yes
GST Amount	Field only displays if GST = Yes Check the calculated Amount of GST to the Tax Invoice/Receipt and amend if necessary	10.00
Description of Expense	This information will appear on finance transactional reports. Consider including details such as Who-Why-Where-When of the goods/services that you are seeking reimbursement for. Note: 30 character limit applies.	Chen Data Expo Fee CBA Oct 23
Chargecode – Fund/Dept/Project	A charge code determines 'where' the expense will be allocated: comprising of Fund, Department and Project (note Project only required if applicable)	R 24105

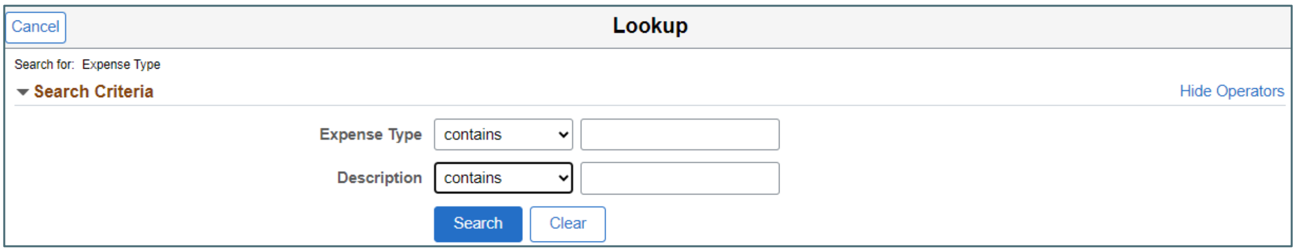
Once the details have been entered, select **Done** to return to the Claim details.

TIP: Searching for Expense Type, Dept or Project (if applicable)

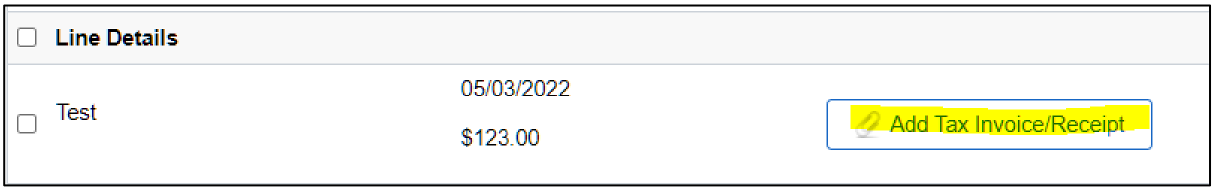
- Click on the  to bring up the Lookup table.
- Click on Search Criteria to search for specific items. By default the search criteria looks for 'Begins with'. You can however search using the wildcard '%'. For example, if searching for an Expense Type related to 'freight', search for a Description of %freight. This will return any Expense Types with the word 'freight' anywhere in the description.



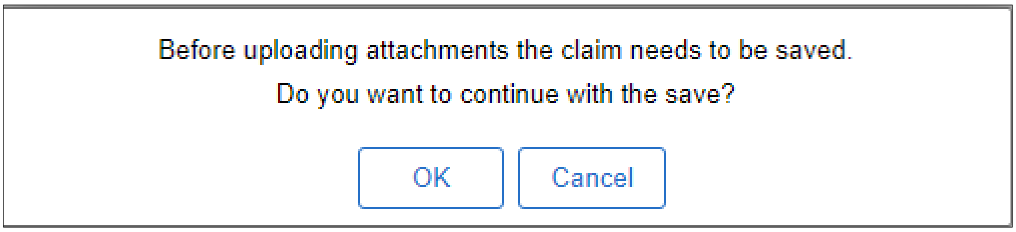
- Alternatively, if you click on Show Operators to the right of Search Criteria, you will be able to change the search criteria to look for 'contains'. So if searching for a Description of 'freight', simply search for contains 'freight'. This will return any Expense Types with the word 'freight' anywhere in the description.

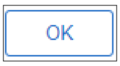


8. To attach the appropriate Tax Invoice/Receipt, select 



If the Claim has not previously been Saved the following prompt will appear

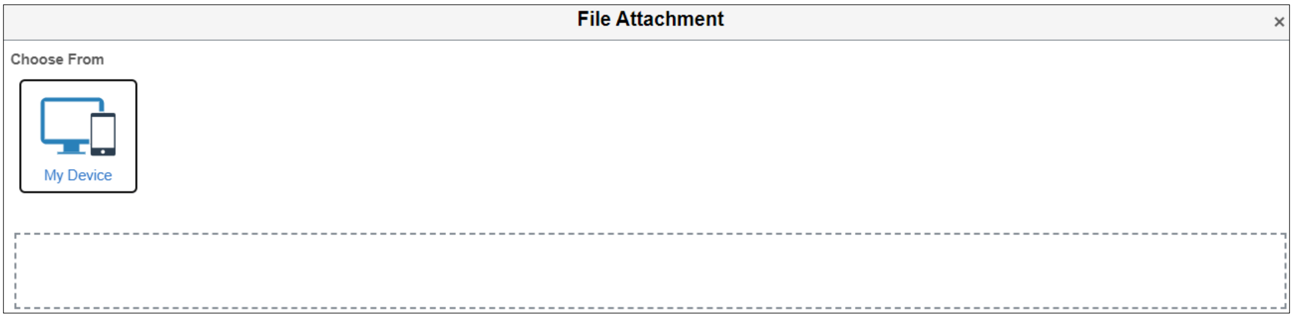


Select 

to continue with uploading attachments.

A Tax Invoice / Receipt must be attached to each Line.

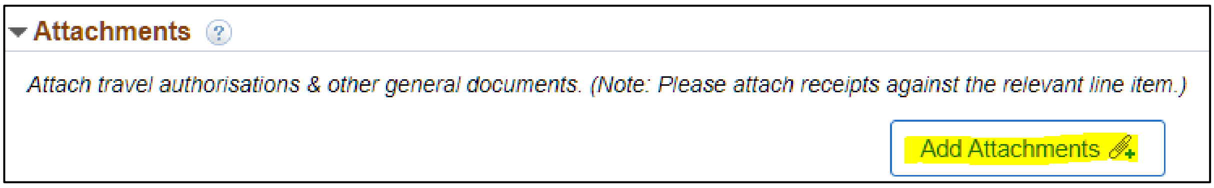
9. Within the File Attachment Window



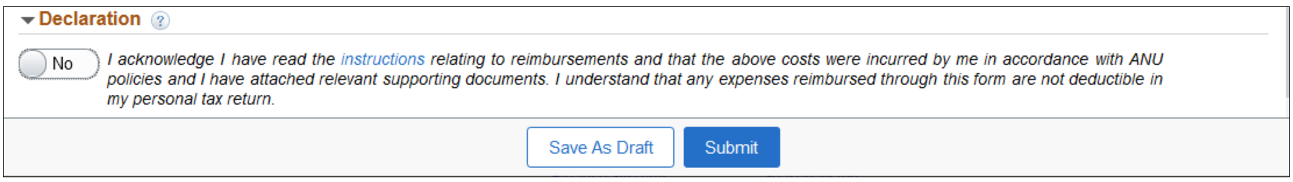
select My Device. Navigate and select the appropriate Tax Invoice/Receipt from your device. Once you have chosen the file select Upload to Upload the File into the Claim. Once successful, Upload Complete, select Done to return to the Claim. Please note you can also drag and drop your Tax Invoice/Receipt into the box below My Device.

Continue adding Lines for expenditure you wish to be reimbursed for until your Claim is complete.

10. Other Attachments such as Travel Forms, FBT Forms etc can be included with your Claim. To upload these select Add Attachments within the Attachments section. These attachments relate to the Claim as a whole.



11. Once satisfied with the Claim, please read the Declaration and select Yes if ready to Submit your Claim for Payment. To submit select Submit.



12. The Claim number is visible at the top of the Claim.

Claim Number S0000067

Once the claim is submitted it will enter Accounts Payable Workflow within ES Financials and be reviewed by an Accounts Payable staff member. Once that review is complete, the Claim will progress to the appropriate Financial Delegate for approval. Once the Financial Delegate has approved the transaction, a payment voucher will be automatically created and the payment will be made to your bank account in the next appropriate payment run.

Please refer to our guide on how to Monitor the Progress of a Reimbursement Claim to see where your Claim is at.

3. Additional Information

For additional information in relation to Finance Self Service please visit the Finance Self Service Support page.

User guides for Finance Self Service Reimbursements are available at the Finance Self Service - Reimbursements page.

For further information relating to Reimbursements generally, including alternatives to reimbursements, please visit Reimbursements - Staff Services - ANU.

Please also consult your local area Finance contact for assistance in completing your reimbursement or for any other assistance with financial matters.