

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 <u>Reimbursement</u>.

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

Employee Self Ser	vice 🔻	
	Notices There are no announcements currently.	Reimbursements

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

mbursements 🕶	
Create Reimbursement	Reimbursement Status/History

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.

✓ Reimbursements Create Reimbursement	公	Q	:	\oslash
✓ Claim Details				
Claim Number NEW				
Occupation				

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.

Claim Number	NEW	
Occupation	Emeritus Professor	~
Approver		Q
	L	

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

Cancel	Lookup	
Search for: Approver		
✓ Search Criteria		Show Operators
Empl ID (begins with)		
Name Display (begins with)		
Occupation (begins with)		
Department ID Description (begins with)		
	Search Clear	
✓ Search Results		
		Only the first 300 results can be displayed
		300 row:
Empl ID \diamond Name Display \diamond	Occupation \Diamond	Department ID Description \diamond

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.

Cancel	Lookup
Search for: Approver	
✓ Search Criteria	Hide Operators
Empl ID	contains 🗸
Name Display	contains 🗸
Occupation	contains v
Department ID Description	contains 🗸
	Search Clear

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

Review Bank Account Details 👔

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

Employee – <u>HORUS</u>

Student – <u>ANUHub</u>

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.

K Reimbursements	Create Reimbursement	ሴ	Q	:	\oslash
← Claim Details					
Claim Number Occupation	NEW Business Analyst				
Supervisor	Review Bank Account Details @				
Claim Description					

Note: whilst completing the claim it is possible to select 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.

Cancel Line De	etails Done
Expense Type	
	Q (?)
Receipt Date	
Amount	
\$0.00	AUD
GST Yes	
GST Amount	
GST Amount \$0.00	AUD
GST Amount \$0.00 Description of Expense	AUD
GST Amount \$0.00 Description of Expense This information will appear of reports	AUD on finance transactional
GST Amount \$0.00 Description of Expense This information will appear of reports Chargecode - Fund / Dep	AUD on finance transactional ot / Project

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

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

- Click on the \bigcirc 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.

Cancel	Lookup
Search for: Expense Type	
✓ Search Criteria	Show Operators
Expense Type (begins with) Description (begins with)	
	Search Clear

• 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.

Cancel	Lookup
Search for: Expense Type	
✓ Search Criteria	Hide Operators
Expense Type	contains v
Description	contains 🗸
	Search

Add Tax Invoice/Receipt

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

Line Details		
_ Test	05/03/2022 \$123.00	Add Tax Invoice/Receipt

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

Do you wan	t to conti	nue with the sa	ve?	
	ок	Cancel		

- Select to continue with uploading attachments.
- A Tax Invoice / Receipt must be attached to each Line.

9. Within the File Attachment Window

File Attachment ×
Choose From Image: Choose From My Device
select . Navigate and select the appropriate Tax Invoice/Receipt from your device.
Once you have chosen the file select 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 Moevee.
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 A within the Attachments section. These attachments relate to the Claim as a whole.
→ Attachments ②
Attach travel authorisations & other general documents. (Note: Please attach receipts against the relevant line item.)
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 .
→ Declaration ②
No I acknowledge I have read the instructions relating to reimbursements and that the above costs were incurred by me in accordance with ANU policies and I have attached relevant supporting documents. I understand that any expenses reimbursed through this form are not deductible in my personal tax return.
Save As Draft 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 <u>Monitor the Progress of a Reimbursement Claim</u> to see where your Claim is at.

3. Additional Information

For additional information in relation to Finance Self Service please visit the <u>Finance Self</u> <u>Service</u> Support page.

User guides for Finance Self Service Reimbursements are available at the <u>Finance Self</u> <u>Service - Reimbursements</u> page.

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

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