School of Education



Student LANTITE Reimbursement Request e-Form

Introduction

This guide is intended for students who need to submit a reimbursement claim for charges associated with the <u>passing</u> of the Literacy component of the LANTITE. The claim must be <u>submitted within 12</u> <u>months of the invoice date</u> to comply with the University <u>Reimbursement Procedures</u>.

Requirements prior to submitting your claim

- 1. A copy of your Statement of Literacy Test Result for LANTITE and a copy of your ACER invoice to attach to the reimbursement claim e-form
- 2. Australian bank details must be provided. To update your bank details, follow the steps below:
 - Go to <u>https://www.adelaide.edu.au/student/</u>
 - Click on **Bank Details** from the **Services Menu** (left-hand side of the page).
 - Enter your student ID as the username (e.g. a1234567) and your password.
 - Enter your account details on the **Update Bank Account Details** screen and click **Confirm**.

To access the Reimbursement Request e-Form

- Go to <u>Documents</u>, Forms & Policies > Forms > Accounts Payable > Reimbursement Form, OR
- Click on the gold Kofax button on the <u>Finance & Procurement Services</u> homepage > Forms > Reimbursement Form

Procedure

1. Click on Reimbursement Form from the menu

Home Reimbursement Forms							
Work Queue							
C Refresh							
Activity Name	Reference Number	Inv Date	Invoice Type	Total Amount			
Submitted Claims							
Invoice Reference	Invoice Date	Invoice Type		Incl Amount	Approver Name	Status	
<u>K0004102</u>	08/04/2019	Reimbursement Form		100.00	Mark De Ritter	Validate	
K0004101	08/04/2019	Reimbursement Form		100.00	Mark De Ritter	Validate	

Note: the top section are claims that need your attention and have yet to be submitted for processing. The bottom section – is submitted claims that are either in progress or completed.

Financial Services
 You have been logged in.
Update Bank Account Details
BSB Number
Need help to find your BSB?
Account Number
Please note: you may only update your Bank Account Details once per day
① Warning: Please ensure all details are correct. An incorrect BSB or account number may result in your money being paid to the wrong account and may result in the loss of your funds.
Confirm Reset

CRICOS PROVIDER 00123M

2. Complete the Claimant Details

- a. Select Student from the drop-down list to begin
- b. Enter your student (claimant) ID (entered in format a1234567) or name by typing directly into the appropriate field or use the Search function
- c. Enter a1140066 (Sandra Goodwin) in as the Approver's name

REIMBURSEMENT FORM								
This form is used to seek reimbursement of goods and services paid for by staff or students using personal funds. Supporting documentation must be attached. For international reimbursements, provide a copy of the credit/bank statement for the day the transaction occured. Alternatively the University rates will be used to calculate the exchange rate.								
Claimant Details				Approver Information	0			
V Claimant ID	Claimant's Name		Q Search	Approver's Name	Q Search			
Reimbursement Attachments History								
dd/mm/yyyy		v	100		0.00 AUD ¥			
Invoice Date Description	Expense Category	Busines	s Use% Dept Project	Project Description Account Account Description	Incl Amount Currency			

3. Enter the claim details as below blank fields above the payment description line, working in order from left to right.

There are a mixture of data fields, drop down lists and look up functions to assist yo	ou.
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Invoice Date	Type the date of the invoice (formatted as dd/mm/yyyy)
Description	LANTITE Literacy Reimbursement
Expense Category	Select Other from the drop down menu
Business Use (defaulted to 100%)	No change required
Dept	Туре 413
Project	Туре 15123294
Project Description (read only field)	This field will be pre-populated with "Lantite Reimbursements"
Account	Туре 2413
Account Description (read only field)	This field will be pre-populated with "Student Support"
Incl Amount	Enter the Literacy Lantite amount shown on the invoice
Currency	Select the currency shown on the invoice from the drop-down menu

4. Once you have completed all the data fields click Add.

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Claimant Detail	ls												Approver Inform	ation			0	
Professional		▼ Cla	imant ID a:	1612480	Claimant	t's Name	Andrea Spedding				Q Search		Approver's Name	Marg	aret Keelan		Q Search	
Reimbursement	Attachments	History																
12/02/2019	Trainin	ng Materials			Stat	tionery, print	ing & paper	*	1	810	. 15888888 .	AP_WORKFLOW	2745		Stationery, Printing & Paper		86.50 AUD	~
Invoice Date	Descr	ription			Exp	pense Categor	Ŷ		Business Use%	Dept	Project	Project Description	Accourt	t	Account Description	Inc	Amount Currency	
																		-
															То	tal :	0.00	
															+ Add	📝 Update	- Delete	

5. To amend a line(s) click on the individual line to highlight it, make your changes and then click **Update.** If you wish to delete a line(s) click on the individual line to highlight it then click **Delete.**

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Claimant Detai	ils						Approver Informat	ion	0
Professional	¥	Claimant ID 01612480 Claimant's Name	Andrea Spedding	्	Search		Approver's Name	Margaret Keelan	Q Search
Reimbursement	Attachments History								
12/02/2019	Training Materials	Stationery, prin	ting & paper 🗸 🗸	100 810 .	15888888	AP_WORKFLOW	2745	. Stationery, Printing & Paper	86.50 AUD 🗸
Invoice Date	Description	Expense Catego	ry	Business Use% Dept	Project	Project Description	Account	Account Description	Incl Amount Currency
12/02/2019	Training Materials	Stationery, prin	ting & paper	100 810	15888888	AP_WORKFLOW	2745	Stationery, Printing & Paper	86.50 AUD
								Total	: 86.50
								Add	Update 📃 Delete

6. Attachments must be provided for the claim to be processed

(Please remove any personal information not required to facilitate the reimbursement).

- a. Click on the Attachments Tab
- b. Click browse, select document, click open
- c. The file will then appear in the list.
 - i. To delete, click on the Download link and select delete

Payment Information Attachments History		
Upload File	Browse	
Ela Nana	Ela Tuna	Download
	rie 1994	
Ful page photo.pdf	application/pdf	Download V
		🞼 Download

If insufficient documentation is provided, the claim will be pushed back to the claimant.

- 7. Once you have completed all the data fields and attached the required documentation, click **Submit**.
- 8. A pop up will appear with your unique 'K' reference number this is also the voucher number in the Finance System.



Your claim has now been submitted.

Need assistance?

For further support or questions, contact Finance & Procurement Services on +61 8 8313 3414 or <u>finprosupport@adelaide.edu.au</u>