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 underlined passing of the Literacy component of the LANTITE. The claim must be **submitted within 12 months of the invoice date** to comply with the University [Reimbursement Procedures](#).

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 https://www.adelaide.edu.au/student/
   - 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**.
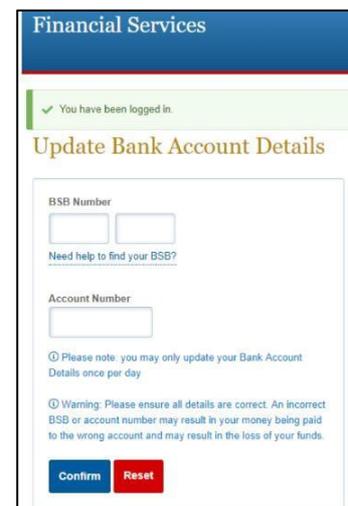
To access the Reimbursement Request e-Form

- Go to [Documents, Forms & Policies](#) > Forms > Accounts Payable > Reimbursement Form, OR
- Click on the gold Kofax button on the [Finance & Procurement Services](#) homepage > Forms > Reimbursement Form

Procedure

1. Click on **Reimbursement Form** from the menu

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.

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**   ⓘ

| | Claimant ID | Claimant's Name | | Search | Approver's Name | | Search |

Reimbursement | Attachments | History

| dd/mm/yyyy | | | 100 | | | | | 0.00 AUD |
| Invoice Date | Description | Expense Category | Business 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 you.

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	Type 413
Project	Type 15123294
Project Description (read only field)	This field will be pre-populated with "Lantite Reimbursements"
Account	Type 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.**

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.**

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

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.
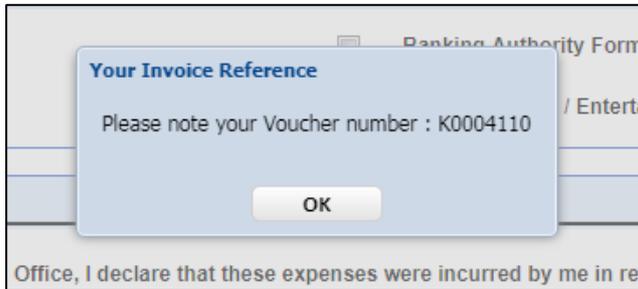
Your claim has now been submitted.

Need assistance?

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