

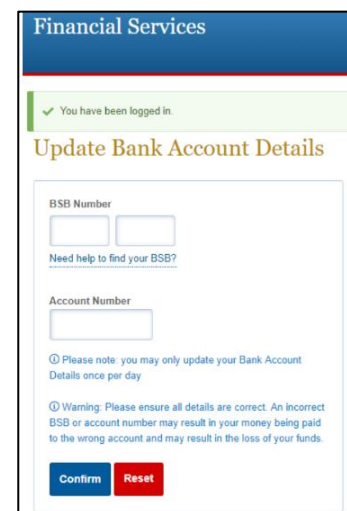
# Student LANTITE Reimbursement Request e-Form

## Introduction

This guide is intended for students who need to submit a reimbursement claim for charges associated with the passing of the Literacy component of the LANTITE.

## 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

Home <b>Reimbursement Forms</b>						
Work Queue						
Refresh						
Activity Name	Reference Number	Inv Date	Invoice Type	Total Amount		
Submitted Claims						
Invoice Reference	Invoice Date	Invoice Type	Incl Amount	Approver Name	Status	
<a href="#">K0004102</a>	08/04/2019	Reimbursement Form	100.00	Mark De Ritter	Validate	
<a href="#">K0004101</a>	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.



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

**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 occurred. Alternatively the University rates will be used to calculate the exchange rate.

**Claimant Details**      **Approver Information**

Professional      Claimant ID: a1612480      Claimant's Name: Andrea Spedding      Search      Approver's Name: Margaret Keelan      Search

Reimbursement      Attachments      History

Invoice Date	Description	Expense Category	Business Use%	Dept	Project	Project Description	Account	Account Description	Ind Amount	Currency
12/02/2019	Training Materials	Stationery, printing & paper	100	810	15888888	AP_WORKFLOW	2745	Stationery, Printing & Paper	86.50	AUD

Total: 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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Total: 86.50

**Update**      **Delete**

6. Attachments must be provided for the claim to be processed  
*(Please remove any personal information not required to facilitate the reimbursement).*
- Click on the **Attachments** Tab
  - Click browse, select document, click open
  - The file will then appear in the list.
    - To delete, click on the **Download** link and select delete

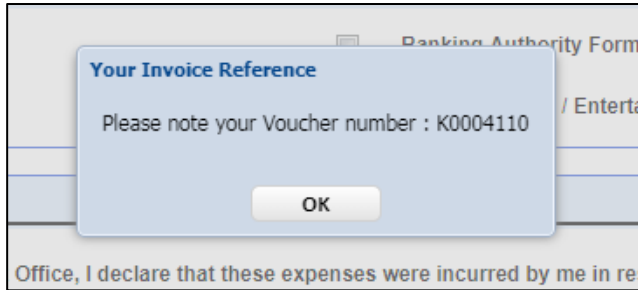
Payment Information      **Attachments**      History

Upload File      **Browse**

File Name	File Type	Download
Full page photo.pdf	application/pdf	Download Download Delete

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

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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](mailto:finprosupport@adelaide.edu.au)