

Reimbursements 101

Reimbursements are a great way to make quick, low cost payments on behalf of the Club, which you then claim back from the WBS.

In short, there are three simple steps for reimbursements:

- The **student who has spent the money** (could be an Exec or general member) should submit the reimbursement request through the portal
- **Two members of the Exec** (preferably one being the Treasurer) approve the expense. If a member of Exec has spent the money, it must be two different Exec members who approve it.
- **Finance** pay the money back directly to the student who has spent the money.

We've broken down each step below. If you need any help at any stage, contact us at clubs@latrobe.edu.au.

Step 1: Student Requests Reimbursement

The student who made the payment submits their request through the [online portal](#)

The individual claiming the reimbursement should select the club from the Drop Down List, upload their receipt, detail the type of expense (called a line item) with the \$ amount. If they are only requesting part payment (for example, there are multiple items on a receipt but they only want to claim for one item), the student should note this in the claim details.

It is important that the individual who made the purchase/spent the money puts in the claim for themselves. For example, the Treasurer shouldn't collect the payment on their behalf.

The student needs to include a Tax Receipt/Invoice to prove their purchase (see below for examples).

Step 2: Exec check the request and approve it

The Club Executive Team receive an email requesting they approve the reimbursement. Only two of them are required to approve the request for it to be sent to Finance to be processed.

The Executives should confirm the following before they approve it:

- Has the Treasurer confirmed there is the funds to pay the request?
- Does the claim relate to a club event, project or activity? If so, has the event been registered with the Clubs team?
- Does the \$ amount claim match the receipts?
- Have they included a proper Tax Invoice or Receipt for proof of purchase?

If the answer to any of the above is No or you are unsure, the Exec should reject the request and contact the student directly. If there are issues, the Clubs team can help at this stage!

If everything is fine and dandy, the Exec should click 'Approve' and the reimbursement will be paid!

Step 3:

The request is sent to Finance to pay! Pay runs are on Thursdays and can take up to five working days to reach an account.

Tax receipts/invoices



For a reimbursement to be paid by Finance, the student claiming the reimbursement **must** provide a tax receipt/invoice. A tax receipt/invoice will include the items purchased, the vendor's ABN and GST information (unless the purchase is from outside Australia). This receipt is also typically itemised. Please see examples below:

Tax Invoice



YOUR LOGO
click to upload

[Business Name]
ABN: [ABN]
[Business Address 1]
[City], [State] [Postal Code]
[Business Phone Number]
[Business Email Address]

Tax Invoice

Bill To [Client Name]
[Client Address line 1]
[City], [State] [Postal code]

Invoice Number 2001321
Date 5/27/2022
Due Date

Description	Quantity	Unit price	Tax	Amount
Product name	10	10	GST	100
Total without GST				\$100.00
GST				\$10.00
Total with GST				\$110.00
Paid Amount				
Balance Due				\$110.00

[+ Add Line](#) off

Tax Receipt



WESTERN LANDSCAPE SUPPLIES
(ABN 90156273086)
PO BOX 430
BROWNS PLAINS
BRISBANE, QLD 4118
Ph 0733728380 Fax 0733728151
Tax Invoice 1259320

A/c Code CASHAR 29/09/15
CASH SALE AR

GRCB10MM1/4	1	28.75	28.75
CONCRETE BLEND 10MM1/4m3			
TOTAL:			28.75
GST Included:			2.61
Paid by Other Tender:			28.75

Reference No 18722

Thank you

Store ACR/ Reg 2/ Cashier BSC
Trans# 1259320 29/09/15 10:43:07

Watch out for!



Eftpos/Credit Card Receipts are different and **will not** be accepted by Finance. Please see an example below:



Order confirmation emails are also usually not valid supporting documents when requesting a reimbursement as they often do not include Tax and ABN info.

If in doubt, you can contact the vendor and request a tax receipt or feel free to contact us and we can help you navigate this 😊

FAQs

What if a member of Exec is claiming reimbursement?

In terms of approvals, it looks like this:

Who is claiming	Who approves
General Member	Two of the following: Treasurer, President, Vice President & Secretary
Treasurer	Two of the following: President, Vice President & Secretary
President	Two of the following: Treasurer, Vice President & Secretary
Vice President	Two of the following: Treasurer, President & Secretary
Secretary	Two of the following: Treasurer, President & Vice President

What if the person claiming the expense is no longer a student?

If the student has graduated but their LTU account is still active: They may use the Student Reimbursement Portal as normal

If the student has graduate and their LTU account is no longer active: They will need to submit their receipts and details (below) to the Club for manual reimbursement (detailed below).

If the person claiming reimbursement is not/has not been a student: Generally, only members should be spending money on the club's behalf (and with agreement from the Treasurer!). However, we recognise that some clubs have non-student members. In the cases, they will need to submit their claim for a manual reimbursement (detailed below).

What is a manual reimbursement?

Manual reimbursements are available in cases where the individual claiming reimbursement cannot access the portal (for example, a student who has graduated and their LTU account is no longer active or when a member is not a student).

In this case, they need to submit their receipts and details (below) to the Club. The Treasurer should then approve the expenditure and submit the request to clubs@latrobe.edu.au who will complete a manual reimbursement form on behalf of the Club and submit to Finance for payment.

For a manual reimbursement, we require the following information:

- Name, Previous Student Number, Email Address and Home Address of the individual being reimbursed
- Bank Name, BSB and Account Number of the individual being reimbursed
- Reimburse details (what the reimbursement is for)
- Total to be paid
- Evidence of expenditure (Tax Invoice, Receipt)
- WBS
- Cost Type/GL Account (in line with the categories on the Reimbursement Portal)