

Reimbursements Guide

Reimbursements are a way for students to make quick, low-cost payments on behalf of a Club and get their money back straight from the clubs WBS.

In short, there are four simple steps for reimbursements:

- A student makes a payment for something on behalf of a club and gets a **Tax Receipt** or **Paid Invoice** (see pages 4-5 for more details and examples).
- 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** pays 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, you can always reach out for help at clubs@latrobe.edu.au.

Step 1: Student makes a payment for something on behalf of a club

A student uses their money to make a purchase / payment on behalf of a club. If the purchase is for a significant amount or no individual can comfortably afford to pay for it, you should consider getting an invoice from the vendor as an alternative option.

It's important that the student collects a **tax receipt** for their purchase, a screenshot of a bank transaction is **not** sufficient for the La Trobe Finance team to process.

Step 2: Student Requests Reimbursement

The student who made the payment submits their request through the [online portal](#). This student needs to have their current bank account details on their Student Online profile up to date.

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 'Notes for Club Exec/Approval' box.

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).

LA TROBE UNIVERSITY Student Reimbursements - Create a New Request Home

* **Club Name**

Notes for Club Exec / Approval

* **Attachments**
Please provide Tax Receipts/Invoices with proof of payment for each receipt line

RECEIPTS

Receipt #	Project/Event/Activity	Main Expenditure Category	Net	GST	Tax receipt/ invoice attached
			Subtotal	<input type="text"/>	<input type="text"/>
			Total Claim	<input type="text" value="0"/>	<input type="text" value="AUD"/>

Notes for using the Reimbursement Portal:

- Use the Reimbursement Portal to request reimbursements for club expenditure. This will be submitted to your Club Exec for approval.
- You can use this portal to claim up to five receipts at a time. Please complete one line for each receipt attached.
- All uploads should be submitted in a .jpg, .png, .doc or .pdf format.
- The entire receipt must be visible and legible. Only tax receipts (including ABN and tax details) will be accepted. Credit card receipts will be rejected. If you are providing a Tax Invoice, please also include evidence of payment (such as a payment receipt or screenshot of payment).
- Contact the Clubs Team at clubs@latrobe.edu.au if you need any guidance

Step 3: 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 4:

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.

Make sure the student who is submitting the reimbursement has updated their bank details through Student Online.

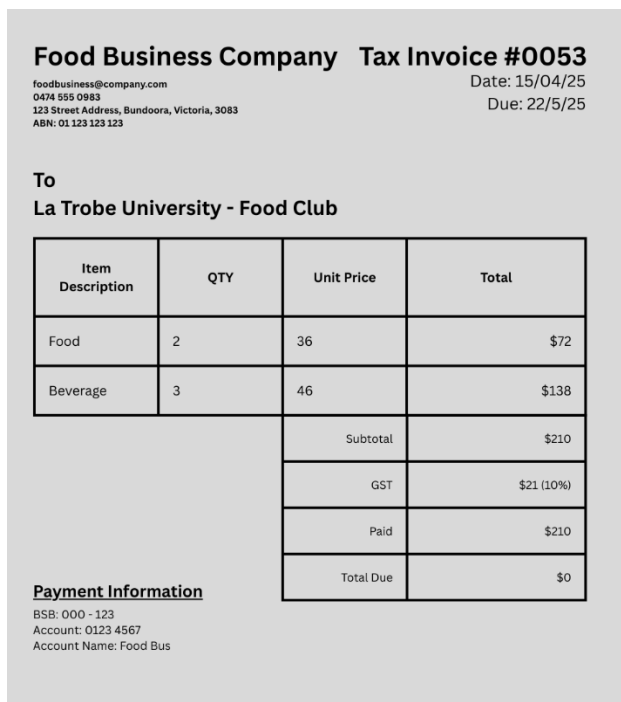
Tax receipts/invoices examples



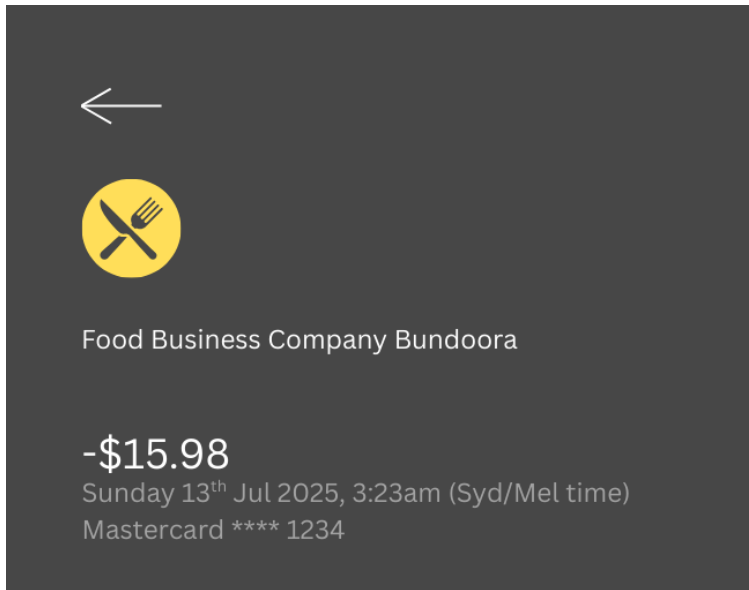
For a reimbursement to be paid by Finance, the student claiming the reimbursement must provide a tax receipt/invoice. A tax receipt/invoice will include the items purchased, the vendor's ABN and GST information (unless the purchase is from outside Australia). This receipt is also typically itemized.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



A classic receipt. We can see the Business Name, ABN, Tax Invoice Number, Date, Line Item, GST and Total



Tax Invoice. If a student has paid an for an invoice on behalf of a club, they can submit the paid in invoice for reimbursement. **Watch out!** It's important that the invoice says it has already been paid, so the total due should be \$0.



Bank Account transactions are a no go. There isn't enough evidence here for finance to process this.



This is an eftpos / Credit Card receipt which the finance team can't process

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 graduated 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)

To provide your bank account details via Student Online:

1. Log in to StudentOnline
2. Click the Finances tab from the menu and select Bank Details
3. Click on the blue Update tile at the bottom of the screen and then select Electronic Fund Transfer from the drop-down menu
4. Enter your Electronic Fund Transfer (EFT) details:
 - a. Account Name
 - b. BSB
 - c. Account Number
5. Save your changes