



University of New **England**

Domestic Meal Allowances

Click on Account Statements on the left hand side.

FlexiPurchase.com

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Main Menu

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- Account Statements**
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Welcome! James Urquhart
Welcome back, you last visited us on 25 Jun 2010

Your Accounts

National Australia Bank
 Most recent statement: 29 Apr 2010 to 28 May 2010
 Most recent transaction posted: 10 May 2010
 Transactions requiring attention: 10

ATTACHING TAX INVOICE/TAX RECEIPTS

It is now compulsory that you attach your Tax Invoice/Tax Receipts first to your transaction before it can be acquitted.
Remember you must click on link transaction to attach your image to the appropriate transaction.

To attach your image you must go through Account Statements.

Just a reminder if you haven't collected your new card, you can do so by collecting it from Room N17 at PDAL.

Click on Reimbursements.

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Account Statements

Reimbursements
Statement - James Urquhart

National Australia Bank
 Card Account 1 - 28 Oct 2009
 Card Account 1 - 29 Dec 2009
 Card Account 1 - 26 Feb 2010
 Card Account 1 - 29 Mar 2010
 Card Account 1 - 28 Apr 2010
 Card Account 1 - 28 May 2010

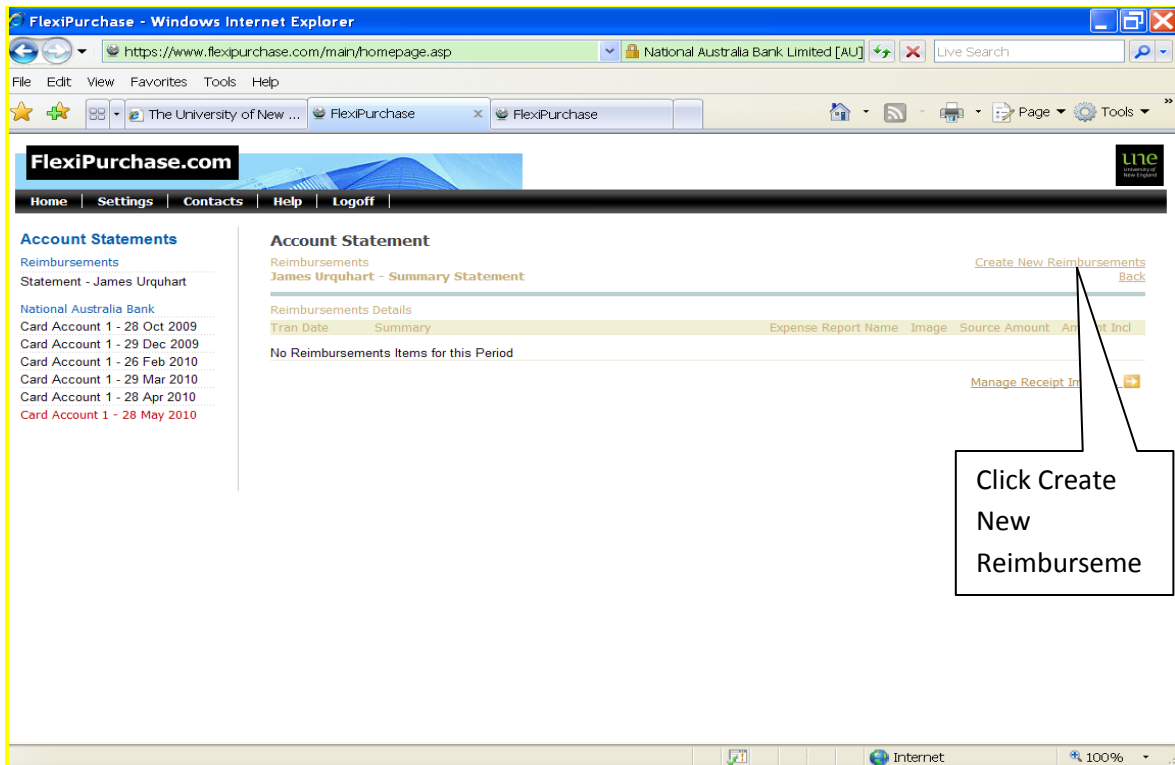
Account Statement
29 Apr 2010 to 28 May 2010
James Urquhart - NAB Account

Tran Date	Supplier	Expense Report Name	Disputed	Image	Source Amount	Amount Incl
05 May 2010	Armidaletax 67711455 PL 18400000 00	GST Aus 3.05 33.52				33.52
05 May 2010	Taxi Combined 133300 PL 18400000 00	GST Aus 3.33 36.63				36.63
05 May 2010	Taxi Combined 133300 PL 18400000 8422 00	GST Exempt 0.00 9.16				18.32
05 May 2010	Taxi Combined 133300 PL 18400000 00	GST Aus 1.05 11.54				11.54
06 May 2010	A Little On The Side PL 18400000 00	None 0.00 26.00				26.00
06 May 2010	Gm Cabs Australia PL 18400000 00	GST Aus 1.17 12.87				12.87
06 May 2010	Gm Cabs Pty Ltd PL 18400000 00	GST Aus 3.60 39.62				39.62
06 May 2010	Hurricanes Grill Dar PL 18400000 8512 00	GST Aus 12.68 139.50				139.50
06 May 2010	McDonalds Syd Domesti PL 18400000 00	GST Aus 1.72 18.90				18.90
06 May 2010	The Tap House PL 18400000 00	GST Aus 3.63 39.90				39.90

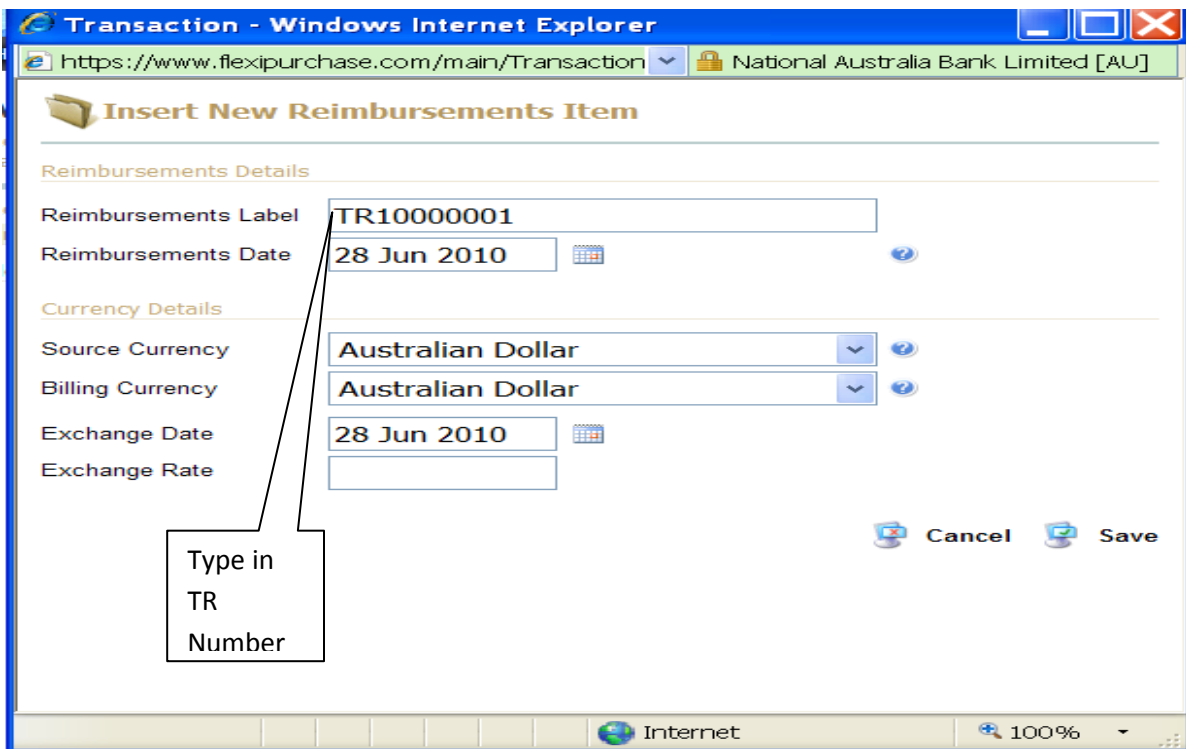
Current Balance 0.00
 Previous Balance 0.00
 Credit Limit 5,000.00
 Statement Status Updated

Manage Receipt Images

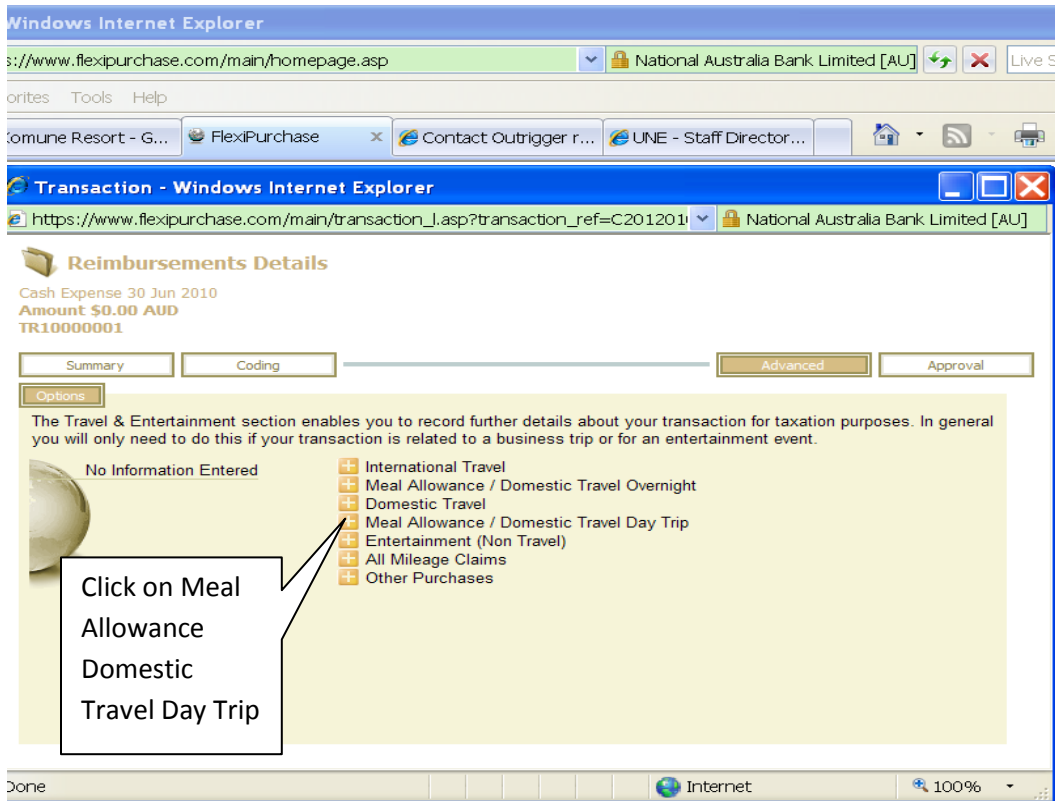
To create a new reimbursement click on the link in the top right hand corner.



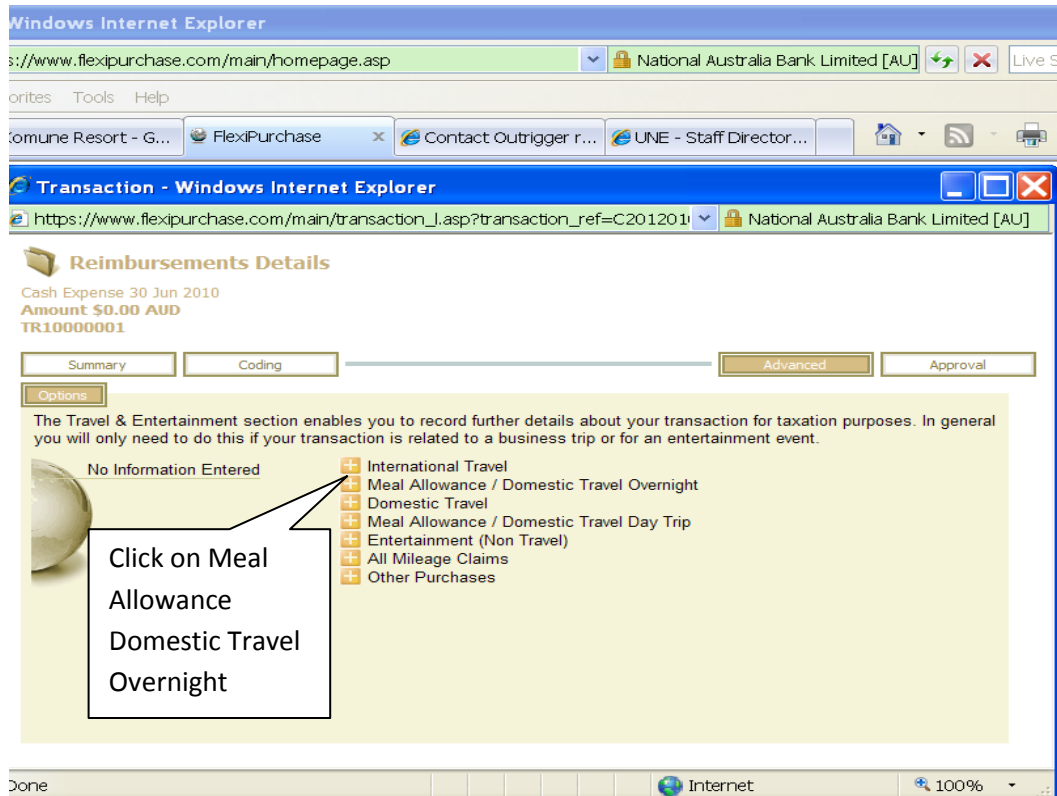
The reimbursement label is for your own reference, we suggest you type in your TR number.

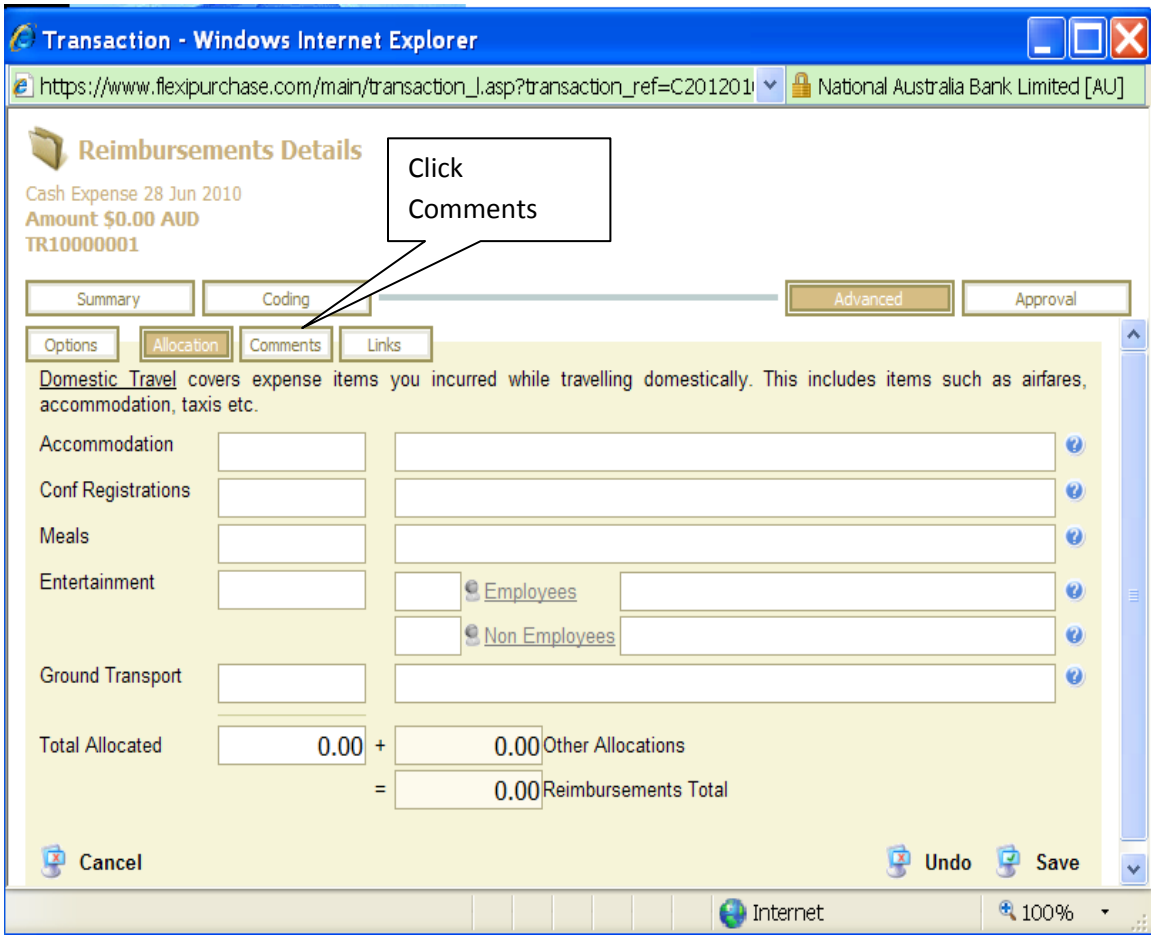


The first form is **Meal Allowance/Domestic Travel Day Trip**. If it is a straight reimbursement the Traveler will have to populate the meals box with the amount they are claiming. They cannot exceed the Daily Meal Allowance rate, if they do the money has to be recouped from the Traveler.

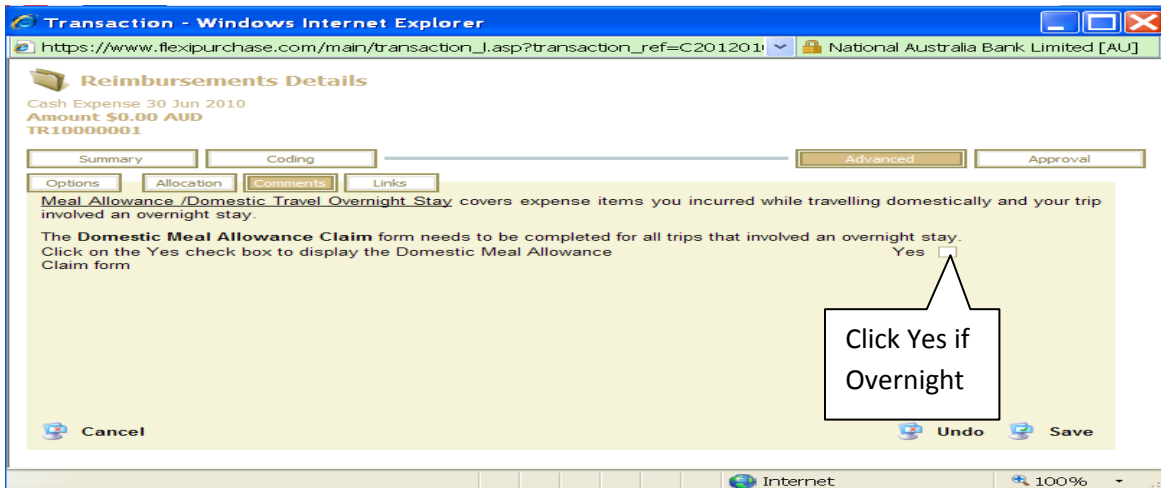


If the Travel involves an overnight stay they will need to click on **Meal Allowance/Domestic Travel Overnight**. The Traveler will need to click on the Comments Tab which will ask them a question in regards to staying overnight. If the answer is Yes, it will then populate a form which is to be filled out by the Traveler to determine if they are entitled to a reimbursement. They will then need to populate the meals tab with the amount which is shown on the online form. If they have exceeded their daily allowance they will need to populate the meals box with a negative amount, this money will have to be recouped.

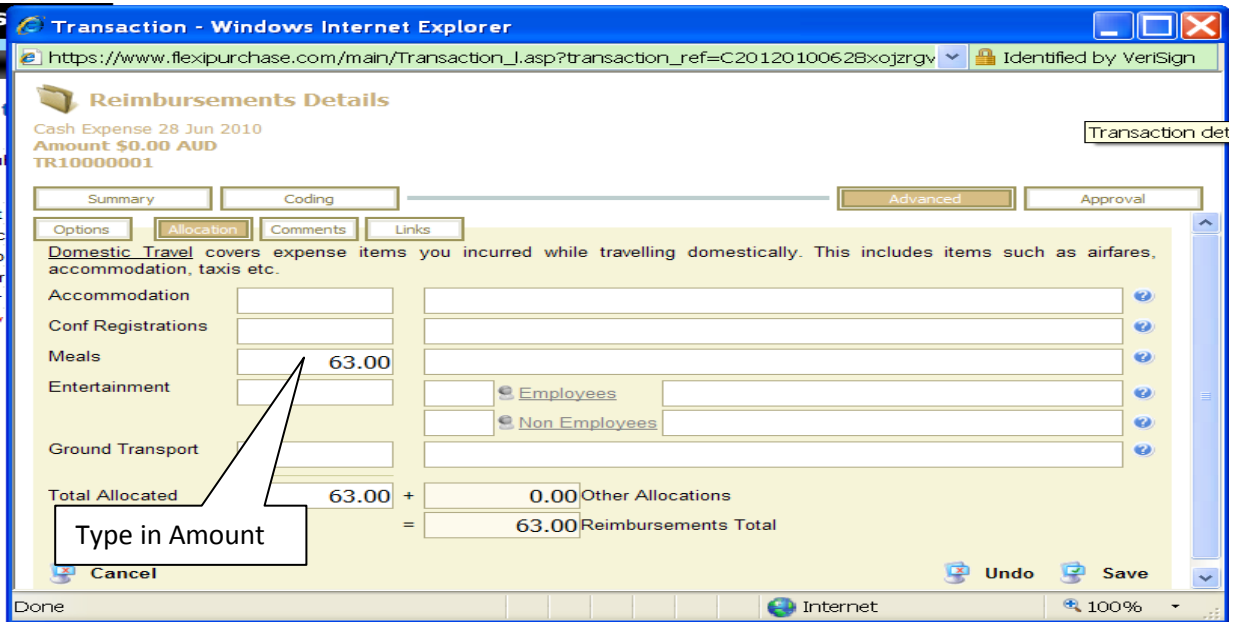




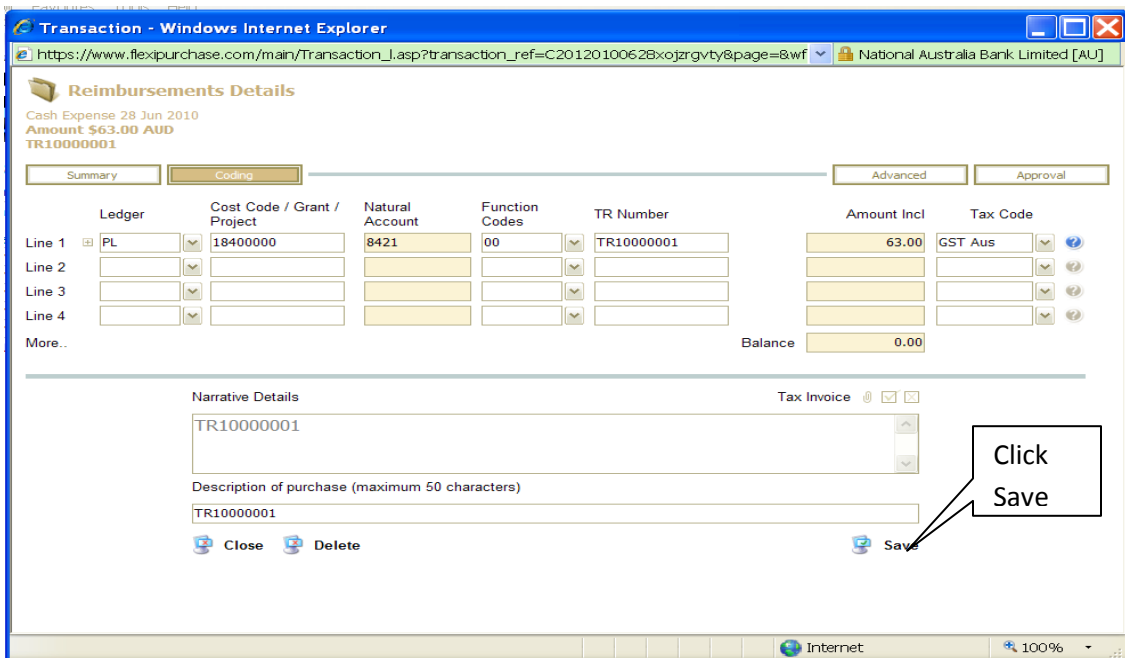
By Clicking Yes it will populate a form which is located at http://www.une.edu.au/financial-services/travel/pdfs/meal_allowances.pdf

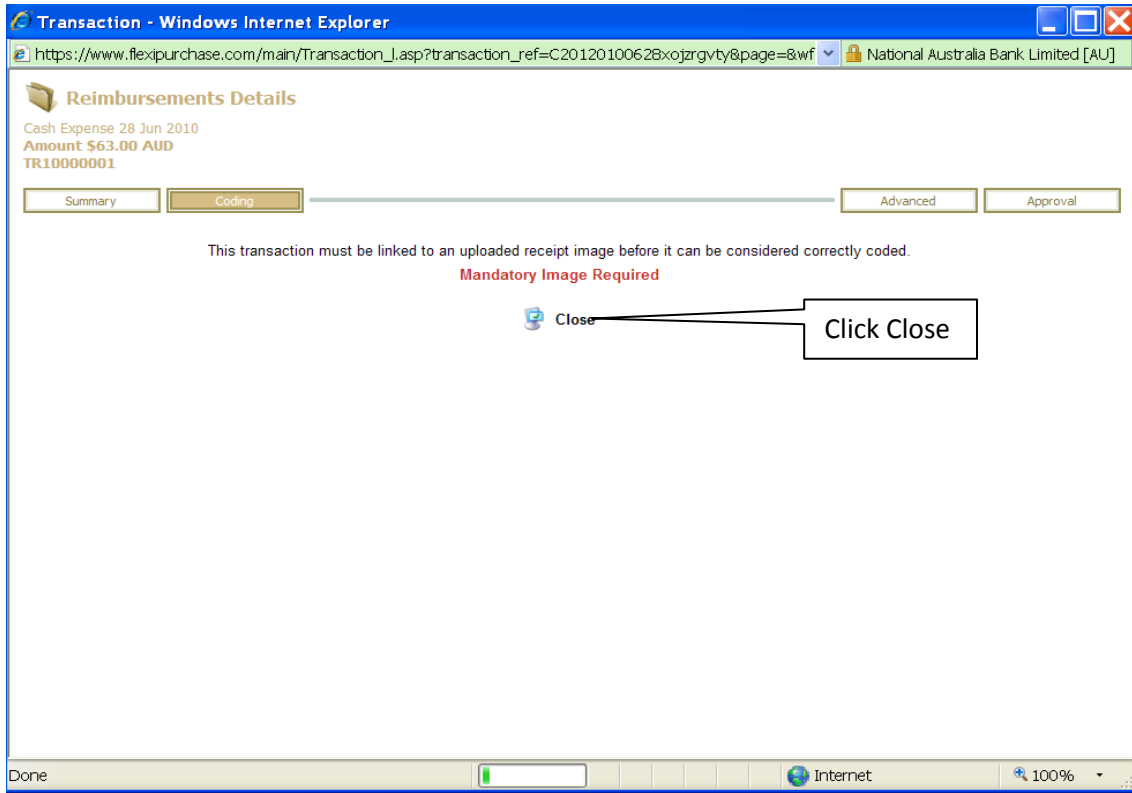


Once the form is filled out you will need to click on the Allocation tab. The amount which appears in the amount claimed column from the form is than populated in the meals box. Tab through & click on save & the coding screen will appear.

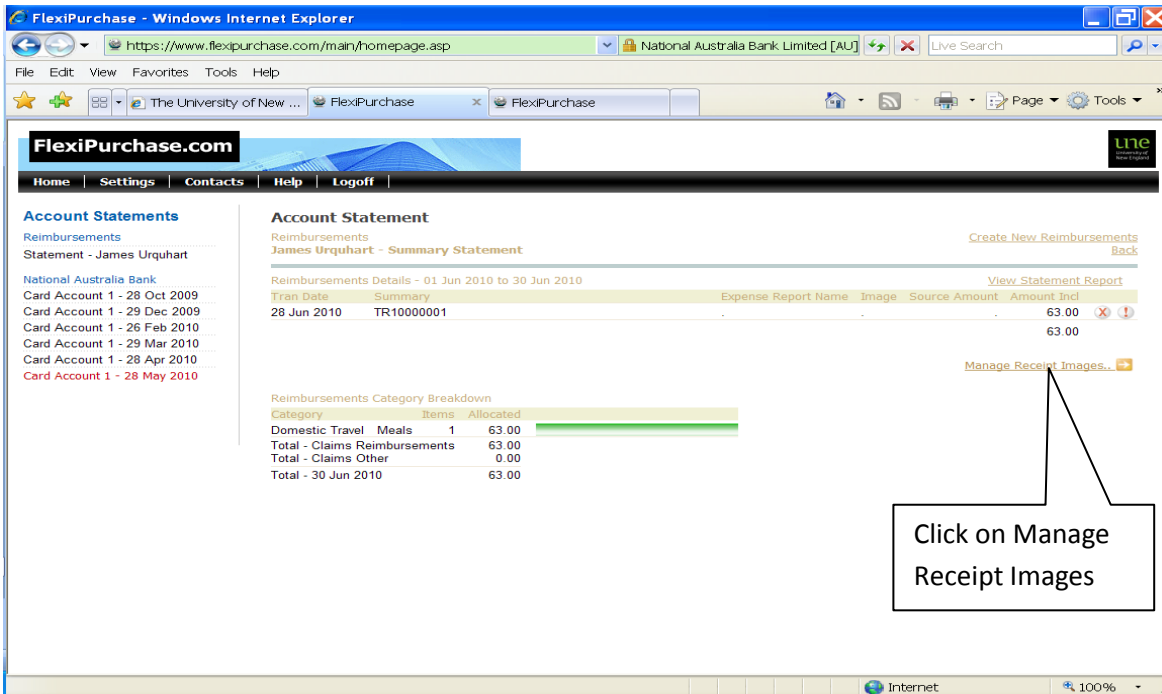


The coding screen will appear where you will need to populate your cost code, TR Number & description. When complete click on save & it will ask you to attach an image. The image you attach is the Domestic Meal Allowance Claim Form.





To upload the Image click on manage receipt images and upload the file to attach to the transaction.



The Receipt Image Module User Guide is located at

<http://www.une.edu.au/finance/finance/forms/recimaguserguide10.pdf>