



RECEIPTS (EXPENSE PARTICULARS)

- Make one entry per receipt - if you require more space please attach additional forms.
  - A valid receipt must include the words "tax invoice" and an ABN (Australian Business Number).
  - Only *accommodation & travel* expenses related to your placement may be claimed – NO meals, room service, etc.
- Attach original receipts only – *photocopies* of receipts cannot be accepted.
  - Attach your receipts in the same order listed on this form.
  - Large receipts (A4 page size) must be **STAPLED** behind this form. Smaller receipts must be **GLUED** onto a single A4 page, and then the whole page stapled behind this form. Do *not* use paperclips or adhesive tape. If a receipt becomes lost because it is not securely attached it cannot be reimbursed.
- Make a photocopy of this form and all of your receipts for your records as they cannot be returned to you.

PLEASE PRINT CLEARLY – USE BLUE OR BLACK INK

Receipt #	Tick ONE expense category per receipt				Description of expense	\$ Cost (with GST)	\$ GST (if it doesn't appear on the receipt divide cost by 11) <small>GST = Cost ÷ 11</small>	\$ Amount (excluding GST)	Office Use
	accommodation	plane/bus/train	taxi fare	petrol					
Example		X			Flight Sydney to Broken Hill 1/4/2011	\$ 110.00	\$ 10.00	\$ 100.00	
	X				Hotel in Broken Hill 7/4/2011	\$ 500.00	\$ 45.45	\$ 454.55	
1						\$ .	\$ .	\$ .	
2						\$ .	\$ .	\$ .	
3						\$ .	\$ .	\$ .	
4						\$ .	\$ .	\$ .	
5						\$ .	\$ .	\$ .	
6						\$ .	\$ .	\$ .	
7						\$ .	\$ .	\$ .	
8						\$ .	\$ .	\$ .	
9						\$ .	\$ .	\$ .	
10						\$ .	\$ .	\$ .	
11						\$ .	\$ .	\$ .	
12						\$ .	\$ .	\$ .	
13						\$ .	\$ .	\$ .	
14						\$ .	\$ .	\$ .	
15						\$ .	\$ .	\$ .	
16						\$ .	\$ .	\$ .	
17						\$ .	\$ .	\$ .	
PETROL TOTAL						\$ .			
TAXI FARES TOTAL						\$ .			
PLANE/BUS/TRAIN TOTAL						\$ .			
ACCOMMODATION TOTAL						\$ .			
<b>GRAND TOTAL</b>						\$ .			

Sum total cost per expense category

Total cost of all expenses claimed

Note that you may *not* be reimbursed for the full cost of accommodation and travel claimed. The reimbursement amount depends on the funding allocated for rural placements and the expenses claimed by other students in this calendar year.



**ATTACH ORIGINAL RECEIPTS HERE**

- **GLUE** small receipts onto a blank A4 page (use as many pages as necessary)
- **STAPLE** large (A4 page size) receipts
- **NUMBER** attached receipts using the relevant Receipt # listed on the previous page

