

Process for Obtaining

Forms available at

http://www.utas.edu.au/docs/fin_services/expenditure/bcms.html

Complete all forms and ensure that Head of Budget Centre has authorised them.

Card will be received by Financial Services approximately 2 weeks after application received.

Cards cannot be issued until training has been undertaken

Register for training at:

http://www.utas.edu.au/docs/fin_services/index.html

select **Register on Line**

Process for Increasing Limits and Clearances

Increasing Limit for Transactions and Card

Written request from Head of Budget Centre with a business case to support increase (must be from Head of or Acting)

Should be available within 7 days after received by Financial Services

Clearances

Written request from Head of Budget Centre with a business case to support clearance (must be from Head of Budget Centre or Acting)

Funds should be available within 24 hours of being received by Financial Services

Miscellaneous

Disputed Transactions

- Please ensure dispute is valid
- Do not dispute Key Suppliers e.g Corporate Express, STA, RACT – please contact them to verify transaction
- Do not put dispute form in Claim Envelope
- If valid dispute, forward to Financial Services immediately (only have approx 2 months to dispute with bank)
- If bank confirm dispute not valid funds will be transferred back to Budget Centre
- Personal expense must be reimbursed to University Cashier as soon as possible

Miscellaneous cont.

Audit Findings

- No Travel Diaries
- Missing Documentation Declarations** not completed (or signed by Head of Budget Centre if over \$100)
- Merchant Slips** are not considered to be receipts, please complete a Missing Documentation Declaration if you have a merchant slip only
- Overseas GST** – Overseas expenses are not subject to Australian GST. If the country in question has a tax it cannot be claimed back from the Australian Tax Office
- Overseas Travel** - please check your invoices carefully for domestic (taxable) vs international flights (GST-Free) on same invoice
- \$82.50 GST Threshold** – It is not necessary to hold a valid Tax Invoice to claim GST, however you need a receipt or an invoice

Miscellaneous cont.

Claims

- Please **one** claim per envelope
 - Contact Anne Elliott on 3119 for envelopes
- Please do not put disputed transaction forms in with your claim
- Ensure your completed claims are sent through once your transactions have been authorised
 - Only completed claims for the full month's transactions are to be sent
 - If your claim is not completed hold onto your paper work until it is
- If you need a copy of an invoice from your claim, please contact Anne Elliott on 3119.