

- Training on BCMS is compulsory
- Cards & Delegate Access will only be issued after training has been attended
- Disputed transactions now only have 30 days from statement date (no exceptions!)
 - Check your transactions regularly
 - If you need to dispute complete forms and email to credit.cards@utas.edu.au
- One Claim per envelope with sorted supporting documentation
- If you are travelling overseas, please obtain a pin from a CBA Branch

- **A large number of reimbursements made to students for travel eg conference, research, placements**
- **Administrative burden on students, budget centre admin / finance officers and Financial Services in collating receipts / invoices, submitting reimbursements and reviewing of documentation.**
- **A more efficient method of payment to the student is a travel scholarship / bursary paid via Accounts Payable.**
- **Scholarships and bursaries paid to full time students and made for educational purposes are income tax exempt to students.**

- **A memo with details to be forwarded to Accounts.Receivable@utas.edu.au :**
 - **Student name and ID**
 - **Address**
 - **Bank BSB and Account**
 - **Amount to be paid**
 - **Requirement for payment – conference, research, etc**
 - **Project and account number**
 - **Authorisation**
 - **Receipts and invoices not required to be attached**
 - **Can be paid prior to travel**
 - **If for a number of students details should be included in a spreadsheet.**

- In last 9 months, 752 employees have been reimbursed via T1F
- Majority of these payments should be made using
 - Business Card
 - Petty Cash
 - Payment to Vendor
- Personal Reimbursements should be the exception to the rule when other avenues are not available
- This will be targeted in 2011

Overseas Payments are Up To Date



Overseas Invoice Explained

This is the foreign currency amount to be paid

This is the currency the invoice will be paid in

This is the **estimated** AUD value – this will be updated with the correct amount once the invoice has been approved & paid via Travelex and they provide the rate.

When entering the dissections the FX Amount will default from the header. If this is incorrect please reject the invoice for Finance to correct.

You will need to enter the estimated AUD value into the “AUD Inclusive” field for the invoice to balance.
Tip: If you enter a “.” (dot) it will copy down the amount from the header for you.

Ldg	Account Number	Project Description	Account Description	Fund Src	Bud Ctr	FX Amount	FX Currency	GST Code	AUD Inclusive	AUD Exclusive	GST Amt	Narrative	Narrative (line 2)
						500.00	USD	Z	0.00	0.00	0.00	Payment of Library Books	