UNIVERSITY OF TASMANIA

PAYMENT REQUEST FORM

NOT TO BE USED FOR PAYMENT OF SUPPLIER INVOICE

Return completed form/s to
Financial & Business Services
Locked Bag 1353, Launceston

Family Name _____ Given Names _____

☐ Staff ☐ Student ☐ Other _____
Please specify eg: interviewee, board member etc

Staff/Student ID number _____

Street _____ Phone no _____

Suburb _____ Fax No _____

State _____ Postcode _____ Email _____

Same bank account as my payroll payment ☐ Yes ☐ No
If no complete banking details

Bank Details:
BSB _____ Must be 6 digits
Account Number _____ Max 9 digits
Account Name _____ eg: Smith P & J

Are you applying for a travel advance?	☐ No	☐ Yes	If yes, please complete the Travel Advance Request section below
Does any part of this claim relate to travel expenses?	☐ No	☐ Yes	
Were you given a travel advance?	☐ No	☐ Yes	If yes, please complete the Travel Expenditure Schedule
Was the travel for more than 5 nights?	☐ No	☐ Yes	If yes, please attach a travel diary
Does any of this expenditure relate to entertainment or food/drink for anyone not on University travel?	☐ No	☐ Yes	If yes, please complete an FBT form

If space is insufficient please use the Travel Expenditure Schedule and attach to this form.

Date of Transaction	Supplier of Goods/Services	Amount $	Tax Code (Please select from drop down list)	Distribution (eg: 1.10.603.57600.5045)	Description of Expenditure (this will appear in the FMIS)
	Less Travel Advance Received (if applicable)				
	Total of Claim				

Appropriate supporting documentation must be attached for payment requests in accordance with University Policy

Travel Advance Request

I request a travel advance and understand the University's policy on travel advances

Destination/s _____

Signed: _____ Date: _____

Departure Date	Return Date	Number of Days	Daily Rate	Total Advance

Requested by _____ Date _____

Authorised by _____ Print Name _____

Budget Centre _____ Date _____

F & B Services use only

Supplier No	*Site*	*Invoice*	*Total*	*Certified*