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|  |  | **ACQUITTAL****(Of an Advance)** |

This form is to be forwarded to the relevant School/Faculty/Unit for checking and processing by the Authorising Officer, they will forward to Accounts Payable (email: invoices@flinders.edu.au )

**DATE:**        **EMPLOYEE / STUDENT NUMBER:**

**EMPLOYEE / STUDENT NAME:**

**CONTACT NUMBER:**       (compulsory)

**EMAIL ADDRESS:**       (compulsory)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| ***Note: INSERT APPLICABLE TAX CODE AS PER BELOW EXPLANATIONS***

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| --- | --- |
| **ENTER ORIGINAL AMOUNT ADVANCED** |   |
| **Entity** |  | **Cost Centre** |  | **Project** |  | **Natural Account** |  | **Tax Code** | **Amount (GST inclusive, if applicable)** |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
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|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   **OR ADDITIONAL FUNDS REQUIRED** |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| **OR SURPLUS FUNDS PAID BACK TO CASHIERS** |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   | 2 | 0 | 9 | 9 |   | N/A |   |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |   |   |   | **TOTAL EXPENSES** |  $ -  |

 |
| ***C = GST*** | ***Z = ZERO TAX*** | ***NA = NOT APPLICABLE*** |

**I certify that the above expenditure details are correct, I have checked supporting documentation and all expenditure was for University business and (where applicable) complies with Grant conditions.**

**\*\*\*CASH RECEIPT NUMBER:** ***Surplus funds returned to Banking and Receipting Office (Ground Floor, Union Building) Refunds to Banking and Receipting MUST be refunded to account code “2099” and tax code as “NA”***

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**REQUESTOR (PRINT) SIGNATURE (Email authorisation accepted)**

**AUTHORISATION:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SUPERVISOR (PRINT) SIGNATURE (Email authorisation accepted)**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**AUTHORISED DELEGATE (PRINT) SIGNATURE (Email authorisation accepted)**

**Guide to the Acquittal of an Advance Form**

These forms are available at[**http://www.flinders.edu.au/finance/forms/home.html**](http://www.flinders.edu.au/finance/forms/home.html)and can be emailed to**accounts@flinders.edu.au**for processing.

Signed paper copies will be accepted, howeverall receipts and back up documentation should be retained by the faculty or division for audit purposes.

The forms are designed for electronic scanning and the format should not be altered.

Pressing F11 will allow you to move between fields.

Double Click on the excel box to enter account codes and amount information.

**Acquittal of Advance requirements**

1. Advances must be acquitted within 14 days of return, failure to do so will jeopardize further payments.
2. Refund of unspent advances must be paid to the Banking and Receipting office on tax code NA to expense account 2099.
3. A Travel diary must be completed for all overseas travel and if travel is within Australia for 6 nights or more and includes a private component.

Updated 19/2/16