Overview

The following document details what to do in the event that you accidentally use your ANU Purchase Card for personal expenditure.

1. Clearing Personal Expense

The Expense Type Accidental Personal Use of ANU Card is to be selected for the transaction.

Click **Save** to refresh the Expense details.

Complete the Expense Claim – refer to Creating a new Expense Claim - Purchase Card Transaction.

Note the GST Amount must be set to 0.00 for this Expense Type.
2. Making a payment to ANU
You can make a payment to the University through the following channels:

1. Direct Deposit to the ANU Bank Account

You can make a direct deposit / electronic bank transfer to the ANU Bank Account. You can obtain ANU bank account details from bank.rec@anu.edu.au.

Ensure you use a description/reference in the format of: **CC [Surname][University ID]**

*For Example: CC Smith U1234567*

Email a copy of the remittance advice/transaction to bank.rec@anu.edu.au

2. EFTPOS facility or Cheque

You can make a payment in person at **Finance and Business Services** located at **Ground Floor, Chancellry 10C East Road, Acton**.

3. Additional Information
For additional information and user guides please visit the Concur Expense Management page: