



# Create a Reimbursement Claim

## 1. Overview

This guide provides instructions on how a Claimant can create and submit a Reimbursement Claim for expenses incurred by themselves for official ANU business purposes.

This guide should be read in conjunction with the information regarding the purpose, process and alternatives for a [Reimbursement](#).

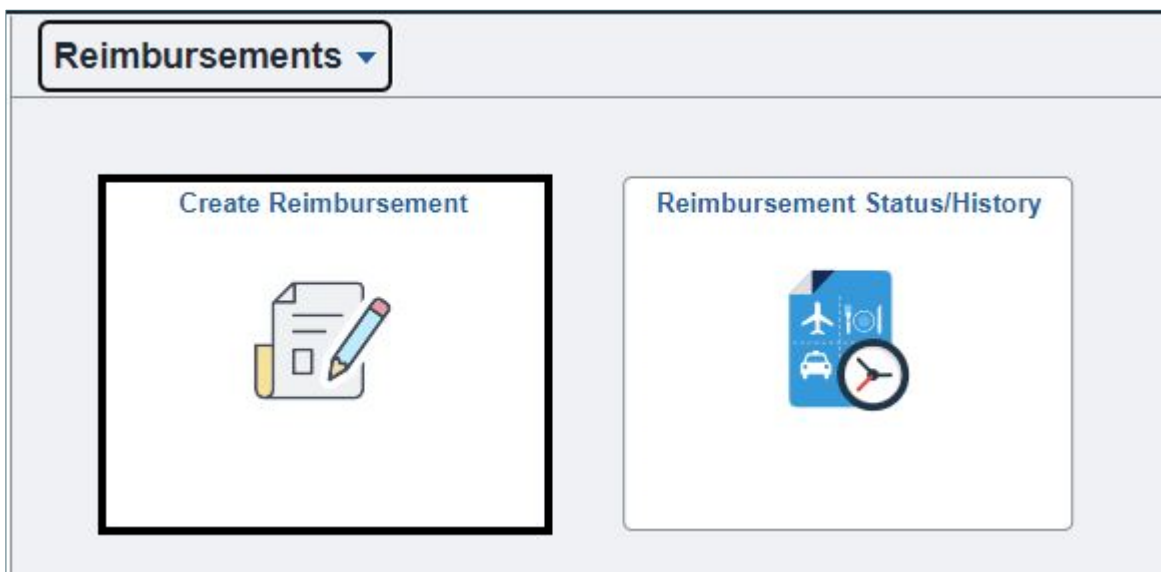
Please note: the Claimant themselves must create and submit the claim. A reimbursement claim cannot be created and submitted on behalf of another person.

## 2. Create a Reimbursement Claim

1. Login to Finance Self Service and select the **Reimbursements** Tile



2. Select the **Create Reimbursement** Tile to begin a new Claim.



- If you have multiple active jobs or multiple active relationships, you will be required to first select the occupation (job/relationship) which applies to the claim being submitted. This will assist with determining the appropriate Financial Delegate for approval.

The screenshot shows a web interface for 'Create Reimbursement'. At the top, there is a navigation bar with a back arrow, the text 'Reimbursements', and the title 'Create Reimbursement'. Below this is a 'Claim Details' section. It contains a 'Claim Number' field with the value 'NEW' and an 'Occupation' dropdown menu. The 'Occupation' dropdown is highlighted with a yellow brush.

- In the majority of cases, your Supervisor will be determined by your occupation, based on relationship data held within the HR system. In some cases where you have multiple Supervisors or there is no specific Supervisor identified in the HR system (such as VaHa relationships, students), you will need to select the appropriate Approver from the list of Financial Delegates provided.

This is a close-up of the 'Claim Details' form. It shows the 'Claim Number' as 'NEW', the 'Occupation' dropdown set to 'Emeritus Professor', and an 'Approver' search field with a magnifying glass icon.

Please use the Search Criteria to filter the Search Results based on your Supervisor's name.

The screenshot shows a 'Lookup' dialog box. It has a 'Search for: Approver' field and a 'Search Criteria' section with four input fields: 'Empl ID (begins with)', 'Name Display (begins with)', 'Occupation (begins with)', and 'Department ID Description (begins with)'. There are 'Search' and 'Clear' buttons. Below the search criteria is a 'Search Results' section with a table header showing 'Empl ID', 'Name Display', 'Occupation', and 'Department ID Description'. A note states 'Only the first 300 results can be displayed.' and '300 rows' are shown.

- (Optional) Review your Bank Account Details. Details will be retrieved for Employees from HORUS or for Students from ISIS depending on your relationship.

The screenshot shows a button with the text 'Review Bank Account Details' and a question mark icon in a circle to its right.

If these details are incorrect or do not exist please update them in the following ANU systems

Employee – [HORUS](#)

Student – [ISIS](#)

Note: For Employees only, please ensure you have the "Default Election" and the "Use for any Remaining Pay" options selected for the preferred bank account.

VaHas will be able to access a **Banking** Tile within Finance Self Service to Add/Update Bank Details.

6. Enter a Claim Description which can be used to describe the whole group of transactions within this claim. This will assist with identifying the Claim within Finance Self Service Reimbursement Status/History. This information is not recorded against in ES Financials against the payment. It is only visible within Finance Self Service.

The screenshot shows the 'Create Reimbursement' interface. At the top, there is a navigation bar with a back arrow, the text 'Reimbursements', the title 'Create Reimbursement', and icons for home, search, and settings. Below this, the 'Claim Details' section is expanded. It contains the following fields: 'Claim Number' with the value 'NEW', 'Occupation' with a dropdown menu showing 'Business Analyst', and 'Supervisor' with a redacted name. A 'Review Bank Account Details' button with a help icon is located below these fields. The 'Claim Description' section is also expanded, showing a large empty text area for input.

[Save As Draft](#)

Note: whilst completing the claim it is possible to select [Save As Draft](#) which will Save your Claim without submitting. However, you must have added at least one line before you can save your Claim as Draft.

7. Select [Add Lines](#) to enter Tax Invoice/Receipt details. One line needs to be added for each Tax Invoice/Receipt included in the claim.

The screenshot shows the 'Line Details' form. It has a 'Cancel' button on the top left and a 'Done' button on the top right. The form contains the following fields: 'Expense Type' with a search icon and a help icon; 'Receipt Date' with a calendar icon; 'Amount' with a text input field containing '\$0.00' and 'AUD' to its right; 'GST' with a toggle switch set to 'Yes'; 'GST Amount' with a text input field containing '\$0.00' and 'AUD' to its right; 'Description of Expense' with a text area containing the text 'This information will appear on finance transactional reports'; and 'Chargecode - Fund / Dept / Project' with three search input fields for 'Fund', 'Dept', and 'Project'.

Field	Description	Example
Expense Type	Categorises 'what' the expense is.	Cleaning
Receipt Date	Date on the Tax Invoice/Receipt	19/09/2023
Amount	AUD Only. If you have paid for an expense in foreign currency, please seek reimbursement for the converted AUD amount that you have incurred in your bank account. Please note self service reimbursements can only be made to AUD bank accounts.	110.00
GST	Select Yes if GST is included on the Tax Invoice/Receipt Select No if no GST is included on the Tax Invoice/Receipt	Yes
GST Amount	Field only displays if GST = Yes Check the calculated Amount of GST to the Tax Invoice/Receipt and amend if necessary	10.00
Description of Expense	This information will appear on finance transactional reports. Consider including details such as Who-Why-Where-When of the goods/services that you are seeking reimbursement for. Note: 30 character limit applies.	Chen Data Expo Fee CBA Oct 23
Chargecode – Fund/Dept/Project	A charge code determines 'where' the expense will be allocated: comprising of Fund, Department and Project (note Project only required if applicable)	R 24105

**Done**

Once the details have been entered, select **Done** to return to the Claim details.

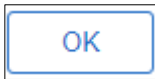
8. To attach the appropriate Tax Invoice/Receipt, select

**Add Tax Invoice/Receipt**

<input type="checkbox"/> Line Details		
<input type="checkbox"/> Test	05/03/2022	<b>Add Tax Invoice/Receipt</b>
	\$123.00	

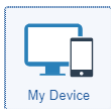
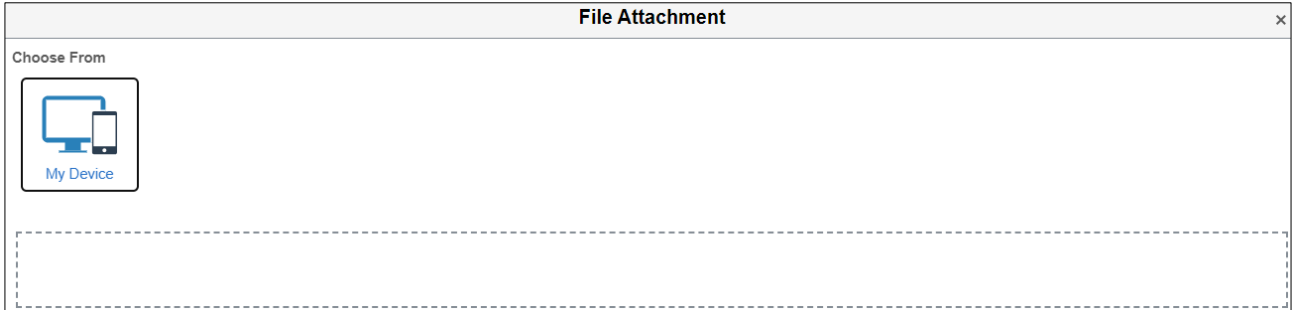
If the Claim has not previously been Saved the following prompt will appear

Before uploading attachments the claim needs to be saved.  
Do you want to continue with the save?

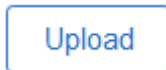


Select **OK** to continue with uploading attachments.

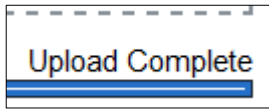
### 9. Within the File Attachment Window



select **My Device**. Navigate and select the appropriate Tax Invoice/Receipt from your device.



Once you have chosen the file select **Upload** to Upload the File into the Claim. Once



successful, **Upload Complete**, select **Done** to return to the Claim.



Please note you can also drag and drop your Tax Invoice/Receipt into the box below

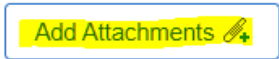
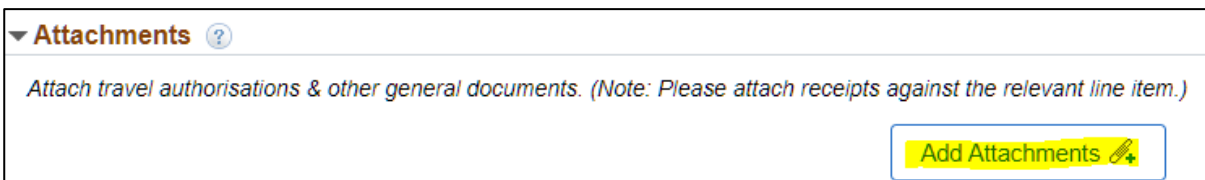
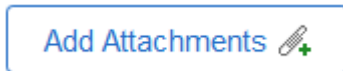



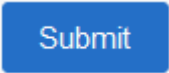
A Tax Invoice / Receipt must be attached to each Line.


Continue adding Lines for expenditure you wish to be reimbursed for until your Claim is complete.

### 10. Other Attachments such as Travel Forms, FBT Forms etc can be included with your

Claim. To upload these select **Add Attachments** within the Attachments section. These attachments relate to the Claim as a whole.



11. Once satisfied with the Claim, please read the Declaration and select  if ready to Submit your Claim for Payment. To submit select .

**Declaration** 

No *I acknowledge I have read the [instructions](#) relating to reimbursements and that the above costs were incurred by me in accordance with ANU policies and I have attached relevant supporting documents. I understand that any expenses reimbursed through this form are not deductible in my personal tax return.*

12. The Claim number is visible at the top of the Claim.

**Claim Number** S0000067

Once the claim is submitted it will enter Accounts Payable Workflow within ES Financials and be reviewed by an Accounts Payable staff member. Once that review is complete, the Claim will progress to the appropriate Financial Delegate for approval. Once the Financial Delegate has approved the transaction, a payment voucher will be automatically created and the payment will be made to your bank account in the next appropriate payment run.

Please refer to our guide on how to [Monitor the Progress of a Reimbursement Claim](#) to see where your Claim is at.

### 3. Additional Information

For additional information and user guides in relation to Finance Self Service please visit the [Finance Self Service Support](#) page.

For further information relating to Reimbursements generally, please visit [Reimbursements - Staff Services - ANU](#).

Please also consult your local area Finance contact for assistance in completing your reimbursement or for any other assistance with financial matters.