

This form is to be used for **student reimbursements related to University Expenditure only**. All other salary payments, scholarships, prizes/bursaries, studentships and student reimbursements related to student course work to be administered by **Melbourne Scholarships & Bursaries**. Student to complete the Student section and submit to their Department to complete. Once finalised, email to Finance Operations. Email only one inbox to avoid duplications. fin-mdhs@unimelb.edu.au, fin-stem@unimelb.edu.au, fin-hass@unimelb.edu.au, fin-schanc@unimelb.edu.au. Enquiries to Finance Relationship Group 9035 54000 (Option 2).

STUDENT TO COMPLETE

Student Name				Student ID	
Home Address					
Suburb		State		Postcode	
Contact Phone No.				Email	
AUSTRALIAN BANK ACCOUNT (enter details for one only)			INTERNATIONAL BANK ACCOUNT (enter details for one only)		
Account Holder Name (e.g. John Citizen)			Account Holder Name (e.g. John B Citizen)		
Bank Name (e.g. NAB)			Bank Account Name		
BSB			Bank Name		
Account Num.			Full address of Bank (include County)		
Please ensure scanned copies of tax invoices/receipts are attached as supporting documentation for this request			Bank Account Num.		
			Routing/ABA/Sort Code		
			IBAN No*		
Purpose of Payment					
Signature of student				Date	/ /

SUPERVISOR / DEPARTMENT TO COMPLETE

Approved by				Position						
Approver Email								Ph/Ext		
Signature								Date	/ /	
Financial Approver (leave blank if as above)								Ph/Ext		
Co	Dept.	CC	Account	Project	LPC	Activity	Loc.	Tax Code	Amount	
								GST		
								GST		
								GST		
								GST Amount		
								TOTAL Amount (incl. GST)		

FINANCE OPERATIONS USE ONLY Invoice Number: Student No_DDMMYY (i.e. 12345678_220916)