



STUDENT PAYMENT REQUEST

This form is to be used for all payments to students EXCEPT salary related payments and scholarships and studentships administered by Melbourne Scholarships Office.

Student Name:	Student Number:	Phone:
Student Address: (c/- Dept not sufficient)		Postcode:
Purpose of Payment (What specifically is the payment for or attach documentation)		

<p>The above named student:</p> <p><input type="checkbox"/> Is a full time student.</p> <p><input type="checkbox"/> Is not required to be or become an employee of the University or an employee of the sponsor of this payment,</p> <p><input type="checkbox"/> Has not entered and is not required to enter into an employment contract or a contract for labour that relates to the receipt of the payment below with either the University or the sponsor,</p> <p><input type="checkbox"/> The payment below is provided principally for educational purpose.</p>	<p>This declaration is required for the payment to be income tax exempt unless the payment is for reimbursement and is supported by receipts.</p> <p>Declared by: _____ (per Financial Delegations Regulation 17.1.R6)</p>
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Indicate	Expenditure Type	Amount (incl GST), AUD	Co	Budget Unit	Section	Account	Project	Group	Activity	Location	Tax Code
<input checked="" type="checkbox"/>											
<input type="checkbox"/>	AusAid – Student Reimbursements (for International Centre use only)										FREE-GST
<input type="checkbox"/>	Student Prize / Bursary Gratuitous payment to support student with their study and/or living. <u>No Receipt required</u> Eg. Contribution to books, course fees, travel etc					5731					FREE-GST
<input type="checkbox"/>	Bursary Other Reimbursement of student costs associated with study and/or living. Expenditure was incurred and paid by student and is supported by original receipts.					5731					INPUT TAXED
<input type="checkbox"/>	Undergraduate Scholarship (Attach departmental supporting documentation where applicable)					5483					FREE-GST
<input type="checkbox"/>	Postgraduate Scholarship (Attach departmental supporting documentation where applicable)					5481					FREE-GST
<input type="checkbox"/>	Reimbursement of University expenditure incurred and paid by student – Original receipts must be attached										INPUT TAXED
Total Amount of Claim, AUD			Note: Invoice No format is Student No_DDMMYY ie 12345678_220903								

Upon completion please do one of the following as applicable: forward to your Departmental Finance representative for processing in an Accounts Payable Invoice Batch Register or forward to Accounts Payable Financial Operations for processing via AP imaging. For queries relating to this claim, the Departmental contact person is: _____ ext: _____

Authorised by: _____ Date _____ (Refer: Financial Delegations Regulation 17.1.R6)