A cheat sheet for the NOP form: Per diem

(1) General instructions...........................................pg 2-5
(2) Filling in the form - example...............................pg 6-13
(3) Top reasons Per diems are rejected......................pg 14
(4) Once you have completed the form:
   - Print the first page (unless electronic signatures are available)
   - Obtain relevant signatures
   - Submit this page to Biology Admin, E8B204-207.
   - Send the excel (and pdf file for electronically signed forms) to sci.bio-adm@mq.edu.au
Click on "OK"
Instructions for completion of your Non-Order Payment Request

Please take a moment to think about the type of request you would like to initiate.

**ADVANCE**
- Use Advance if you need a cash amount of money to pay for anticipated expenses relating to travel or participation. PLEASE NOTE: You MUST retain all your receipts and invoices with proof of payment where applicable and Substantiate the Advance within 30 days of your return.

**SUBSTANTIATION OF ADVANCE**
- Use the Substantiation to substantiate the Advance that was taken earlier. This MUST be done within 30 days of return from your trip or prior completion of work with participants.

**PER DIEM**
- A Per Diem may be taken to cover the cost of Breakfast, Lunch, Dinner and daily incidentals such as minor taxi / travel cost, laundry and light refreshments.

**REIMBURSEMENT**
- If you have already incurred approved costs and paid for this on behalf of the University from personal funds - please use the Reimbursement to claim for your expenses.

**NON-ORDER PAYMENT**
- Please use this form if you need to reimburse or pay non-staff/students, such as reimbursing travel expenses for an interview attendee or a small minor amount without an invoice.

Please go to TAB "STEP 1 - FORM", select the type of request you want to raise and complete the document fully. You will notice some useful hints to help you complete your request on the right of your screen in the grey, non-printable area.

**STEP 1**
Select the type of request you want to raise and complete the document fully. Please note: The correct document will open for completion, depending on the selection you make. The document must be completed electronically and please do not skip any questions or entry fields unless so directed. Entry Field are WHITE fields.

Please go to "STEP 2" - RECEIPTS" and enter your receipts here. Start by telling us how many line you will need. Remember that you can always go back and adjust the number of lines you need by simply re-entering a number in the required space. If you have a receipt that contains an amount with GST and another amount that does not attract GST, you will need to use 2 lines for the dissection of that receipt / invoice.

**STEP 2**

**STEP 3**
Simply click on "STEP 3" - Cost Summary" to review the disbursement summary. There are no "Entry Fields" for step 3. You only need to review the summary and confirm that the total of your Disbursement Summary is equal to the total of your receipts as itemised in "STEP 2 - RECEIPTS".

**STEP 4**
Finally click on "STEP 4" - If you have not yet provided your Bank Details to Accounts Payable you must complete "STEP 4" to enable payment of your claim.

Once you have completed all required STEPS you must print your request, sign and submit to your department or faculty for processing. If you need any assistance with completing your request, please contact Accounts Payable

- Extn. 1677 (Internal callers)
- +61-2-9850 1677 (External Callers)
- Email - accounts payable@mq.edu.au
1. Click on FILE in the top left corner of your screen:

2. Now select OPTIONS

3. Select FORMULAS

4. Finally tick AUTOMATIC and select OK at the bottom of the Option Screen
Click on drop down arrow to reveal options and select "Per diem"

Your page should now look like the next page. If it does not, click on Per diem again. If it still does not try downloading the form again, if you are using a saved version on your computer.
**Request For:** Per Diem

**Invoice Code:** PDIEM

(Please complete Electronically and print for sign off)

<table>
<thead>
<tr>
<th>Faculty / Department:</th>
<th>Phone Extension:</th>
<th>(Restrict entry to 15 characters max)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Reference:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Description:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pay To:</td>
<td>Staff/Student/Account No.</td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td>State</td>
<td>Post Code</td>
</tr>
<tr>
<td></td>
<td>Email</td>
<td></td>
</tr>
<tr>
<td>Special Comments &amp; Requests:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Payment Details:**

- **X** EFT
- International T/T
- International Draft
- Cheque

(By Prior arrangement only)

Please complete the Banking Authority Form if you have not previously provided your Bank Details to Accounts Payable

<table>
<thead>
<tr>
<th>Total Amount Claimed:</th>
<th>GST Included</th>
<th>Amount Excl. GST</th>
</tr>
</thead>
</table>

**Signature:** [Name: ] Date: [ ]

**Certification and Authorisation**

Confirmation: In accordance with the terms of the Public Finance and Audit Act 1983, I confirm that the goods and services have been provided as described in the attached documentation and that this payment request has not been previously submitted.

**Certifying Officer:** Signature: [ ] Date: [ ]

**Authorised By:** Signature: [ ] Date: [ ]

---

**Per Diem**

As calculated with the Per Diem Calculator

| Total Per Diem | $ 55.00 |

**Purpose of Travel:**

**Destination:**

- Australia
- International / Domestic?
- Domestic

**Per Diem Rate for this travel**

<table>
<thead>
<tr>
<th>Cost Group 1</th>
<th>Cost Group 2</th>
<th>Cost Group 3</th>
<th>Cost Group 4</th>
<th>Cost Group 5</th>
<th>Cost Group 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>$25.00</td>
<td>$36.00</td>
<td>$43.00</td>
<td>$1.00</td>
<td>$69.00</td>
<td>$78.00</td>
</tr>
</tbody>
</table>

**Local Travel**

<table>
<thead>
<tr>
<th>Consisting of:</th>
<th>Full Per diem</th>
<th>Incidents</th>
<th>Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consisting of:</td>
<td>$55.00</td>
<td>$20.00</td>
<td>$8.75</td>
<td>$8.75</td>
<td>$17.50</td>
</tr>
</tbody>
</table>

**Oversea Travel**

<table>
<thead>
<tr>
<th>Consisting of:</th>
<th>Full Per diem</th>
<th>Incidents</th>
<th>Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consisting of:</td>
<td>$25.00</td>
<td>$36.00</td>
<td>$43.00</td>
<td>$1.00</td>
<td>$69.00</td>
</tr>
</tbody>
</table>

**Departure:**

<table>
<thead>
<tr>
<th>Departure Date:</th>
<th>Departure time from base to destination:</th>
<th>Arrival time at destination:</th>
</tr>
</thead>
</table>

**Return:**

<table>
<thead>
<tr>
<th>Return Date:</th>
<th>Departure Time from destination to base:</th>
<th>Arrival time at base:</th>
</tr>
</thead>
</table>

---

NOPF
Pick "4031 Science - Biological Sciences" from the drop down menu

Now start filling in the details

-- see next page
Request For: **Per Diem**

*(Please complete Electronically and print for sign off)*

Faculty / Department: 4031 Science - Biological Sciences

Description: Where will you be travelling to/how long for/what you will be doing/dates

Pay To: Your name. E.g. Veronica Peralta

Address: Home address or C/O Biological Sciences, Macquarie University

Email: Your email address. This helps admin contact you if there is a query on your Advance. E.g. veronica.peralta@m.edu.au

Special Comments & Requests: Not essential - just a good idea if you have something to clarify. E.g. I did not spend all of the advance and so will be returning some funds to the University.

Total Amount Claimed: Total Per Diem

Sign Here

Certification and Authorisation

Confirmation: in accordance with the terms of the Public Finance and Audit Act 1983, I confirm that the goods and services have been provided as described in the attached documentation and that this payment request has not been previously submitted.

Certifying Officer: Supervisor, CI or Admin

Authorised By: Admin Only

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**Per Diem**

As calculated with the Per Diem Calculator

Destination: Australia

Total Per Diem: $222.50

Purpose of Travel: Copy of or expansion of “Description” section.

**PD Rates:**

<table>
<thead>
<tr>
<th>Incidental</th>
<th>Cost Group 1</th>
<th>Cost Group 2</th>
<th>Cost Group 3</th>
<th>Cost Group 4</th>
<th>Cost Group 5</th>
<th>Cost Group 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>$8.75</td>
<td>$3.75</td>
<td>$6.50</td>
<td>$7.00</td>
<td>$9.00</td>
<td>$12.25</td>
</tr>
<tr>
<td>Lunch</td>
<td>$8.75</td>
<td>$3.75</td>
<td>$6.50</td>
<td>$7.00</td>
<td>$9.00</td>
<td>$12.25</td>
</tr>
<tr>
<td>Dinner</td>
<td>$17.50</td>
<td>$7.50</td>
<td>$13.00</td>
<td>$14.00</td>
<td>$18.00</td>
<td>$24.50</td>
</tr>
</tbody>
</table>

Overseas Travel: Consisting of:

<table>
<thead>
<tr>
<th>Travel Type</th>
<th>Cost Group 1</th>
<th>Cost Group 2</th>
<th>Cost Group 3</th>
<th>Cost Group 4</th>
<th>Cost Group 5</th>
<th>Cost Group 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consisting of</td>
<td>$55.00</td>
<td>$25.00</td>
<td>$36.00</td>
<td>$43.00</td>
<td>$31.00</td>
<td>$69.00</td>
</tr>
</tbody>
</table>

**International/ Domestic?**

Per Diem Rate for this travel: Domestic $55.00

Departure Date: 5/05/2014

Departure time from base to destination: 9:00:00 AM

Arrival time at destination: 1:00:00 PM

Return: 10/05/2014

Departure Time from destination to base: 12pm

Arrival at base: 3:00:00 PM

---

Select the country you will be traveling to by selecting the country from the drop down list. Refer to pg 10. Unfortunately the list is not searchable.

The country you select will generate the per diem rate automatically.

You will find this information on your flight itinerary.

Enter the total per diem you will receive, from auto populated field below

Leave these blank

Some fields are not wrap text, so please ensure all your information is visible.

Refer to Page 8

Staff/Student ID No. or if other write "VISITOR" or "VOLUNTEER"
Select the country to are traveling to from the drop down list.

<table>
<thead>
<tr>
<th>Destination</th>
<th>Australia</th>
</tr>
</thead>
<tbody>
<tr>
<td>PD Rates:</td>
<td>Califonia, Algeria, Angola, Antigua and Barbuda, Argentina, Austria, Azerbaijan</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>International / Domestic?</th>
<th>Domestic</th>
</tr>
</thead>
</table>

| Per Diem Rate for this travel | $ 55.00 |

<table>
<thead>
<tr>
<th>Return:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Return Date:</td>
</tr>
<tr>
<td>Departure Time from destination to base:</td>
</tr>
<tr>
<td>Arrival time at base:</td>
</tr>
</tbody>
</table>
### PER DIEM CALCULATOR

#### Travel Days

<table>
<thead>
<tr>
<th>Time</th>
<th>Allowable Percentage of daily rate</th>
<th>Daily Per Diem Rate</th>
<th>Per Diem Claimed</th>
</tr>
</thead>
<tbody>
<tr>
<td>First day of Travel</td>
<td>Time of arrive at final destination</td>
<td>3pm to 8pm</td>
<td>50%</td>
</tr>
<tr>
<td>Last day of Travel</td>
<td>Time of departure from final destination</td>
<td>8am to 3pm</td>
<td>50%</td>
</tr>
<tr>
<td>Total Per Diem for Travel Days</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Incidental Conference Per Diem - International Travel

- Days: 100%
- Allowable Percentage of daily rate: $20.00
- Daily Per Diem Rate: $20.00
- Per Diem Claimed: $

**Full Entitlement - Non travel Days**

Includes Incidental rates and meals that are provided MUST be deducted in the following section.

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>No Of Days</th>
<th>Activity</th>
<th>Full Daily Per Diem Rate</th>
<th>Per Diem Claimed</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/05/2014</td>
<td>9/05/2014</td>
<td>4</td>
<td>Attending BSE Conference</td>
<td>$55.00</td>
<td>$220.00</td>
</tr>
</tbody>
</table>

#### Deductions - Where meals are provided, please deduct as follows:

<table>
<thead>
<tr>
<th>Meals</th>
<th>Qty included in Accommodation</th>
<th>Qty Included in Activity (eg conference / meeting / paid for by another party)</th>
<th>Total</th>
<th>Deductable (Excl incidentals)</th>
<th>Amount Deductable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>5</td>
<td>5</td>
<td>$8.75</td>
<td>$43.75</td>
<td>$43.75</td>
</tr>
<tr>
<td>Lunch</td>
<td>1</td>
<td>1</td>
<td>$8.75</td>
<td>$8.75</td>
<td>$8.75</td>
</tr>
<tr>
<td>Dinner</td>
<td>0</td>
<td>5</td>
<td>$17.50</td>
<td>$17.50</td>
<td>$17.50</td>
</tr>
<tr>
<td>Total Deductable</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$52.50</td>
</tr>
</tbody>
</table>

#### Account Name

<table>
<thead>
<tr>
<th>Account Name</th>
<th>Natural Account</th>
<th>GST</th>
<th>GST Included in total</th>
<th>Total - Per Diem Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per Diem payable as per Per Diem Calculator</td>
<td>5111</td>
<td>No GST</td>
<td>$</td>
<td>$222.50</td>
</tr>
<tr>
<td>Incidental only - Conference Rate</td>
<td>5111</td>
<td>No GST</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

**TOTAL Per Diem Claimed**

$222.50

### GST NOTE:

Select

- Yes - if the amount includes GST
- No - if the amount does not include GST

(Please use drop down menu where applicable)
Please attach:
- Travel Itinerary and/or Flight booking
- All original invoices / receipts for additional amounts claimed
- Travel Approval Form (staff & students)
- Travel Plan and / or Conference Details
- Authorised Absence On Duty form (staff)

Note: If payments were made overseas with a personal credit card, you may attach a copy of your credit card statement as confirmation of exchange rates.

**Deductions:** You may be requested to provide more information to confirm whether any deductions are applicable.
Complete the Banking Authority Form if:
- you have never requested a reimbursement/advance/per diem
- have changed your banking details

**FREQUENTLY ASKED QUESTIONS (FAQ’S)**

Q. **HOW WILL I KNOW WHEN MONEY IS BEING DEPOSITED INTO MY ACCOUNT?**
   A. On the day when money is deposited, a remittance advice will be sent by email. It will detail how much will be paid to you, who the payment is from and what the payment covers.

Q. **IS IT DANGEROUS TO GIVE MY BANKING DETAILS TO A THIRD PARTY?**
   A. No. We have the ability to deposit money, not withdraw it.

Q. **WHAT DO I HAVE TO DO?**
   A. Complete this attached form 100% accurately to ensure quick easy payment.

Q. **HOW OFTEN ARE PAYMENTS BY EFT PRODUCED?**
   A. EFT payments are produced weekly.

Q. **OK, I’M RECEIVING PAYMENTS BY EFT & NEED TO UPDATE THE EMAIL ADDRESS OR CHANGE BANK ACCOUNT DETAILS OR HAVEN’T RECEIVED AN EMAIL ADVICE FOR A PAYMENT – WHO DO I CONTACT?**
   A. Contact Accounts Payable (02) 9850 1677 or email AccountsPayable@mq.edu.au

Q. **I’VE RECEIVED AN EMAIL ADVICE AND WANT TO QUERY SOME DETAILS ABOUT THE PAYMENTS I’M RECEIVING – WHO DO I CONTACT?**
   A. Contact Accounts Payable (02) 9850 1677 or email AccountsPayable@mq.edu.au
Top reasons why per diems are rejected:

1) Signatures missing
2) University travel is more than 30 days in duration
3) An Absence on Duty form has not been submitted