

A cheat sheet for the NOP form: Advance

- (1) General instructions.....pg 2-5
- (2) Filling in the form - example.....pg 6-10
- (3) Top reasons Advances are rejected.....pg 11
- (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 "Enable Content"

Non-Order Payment Form with Instructions for Excel 2007 Review 1B - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW ACROBAT

SECURITY WARNING Macros have been disabled. Enable Content

B2 Instructions for completion of your Non-Order Payment Request

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z AA AB AC AD AE AF A AU AV AW AX

1 **Instructions for completion of your Non-Order Payment Request**

2

4 **PLEASE ENSURE THAT YOUR EXCEL SETTINGS HAVE BEEN SET TO UPDATE FORMULAS AUTOMATICALLY**

5 (You can find the instructions on how to do this at the bottom of this page)

7 - DO NOT PRINT THIS PAGE -

8 - Please complete STEP 1 to STEP 4 Electronically -

9 - Then Print - Print parametres have been pre-set to print all required pages -

11 **START HERE**

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

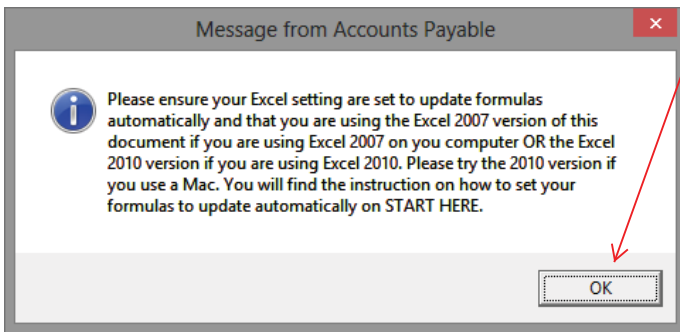
13

14 **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

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

A Per Diem may be taken to cover the cost of Breakfast, Lunch, Dinner and daily incidentals such as minor taxi / travel cost.

START HERE STEP 1 - Form STEP 2 - Receipts STEP 3 - Cost Summary STEP 4 - Bank Info



Click on "OK"



"START HERE" sheet on form.

Read this prior to completing the form

Instructions for completion of your Non-Order Payment Request

PLEASE ENSURE THAT YOUR EXCEL SETTINGS HAVE BEEN SET TO UPDATE FORMULAS AUTOMATICALLY

(You can find the instructions on how to do this at the bottom of this page)

- DO NOT PRINT THIS PAGE -

- Please complete STEP 1 to STEP 4 Electronically -

- Then Print - Print parametres have been pre-set to print all required pages -

START HERE

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

ADVANCE	-	<u>Use Advance</u> 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	-	<u>Use the Substantiation to</u> acquit the Advance that was taken earlier. This MUST be done within 30 days of return from your trip or after completion of work with Participants
PER DIEM	-	<u>A Per Diem may be taken</u> to cover the cost of Breakfast, Lunch, Dinner and daily incidentals such as minor taxi / travel cost, laundry and light refreshments
RE-IMBURSEMENT	-	If you have already incurred approved costs and paid for this on behalf of the University from personal funds - please <u>use the Reimbursement to claim</u> for your expenses
NON-ORDER PAYMENT	-	Please use this form if you need to <u>reimburse or pay non-staff/students</u> , 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" for:

- * Substantiation
- * Reimbursement
- * Non-Order Payment

Go to "STEP 4" for:

- * Advance
- * Per Diem

OR

STEP 2

Please click on "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 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.

SUBMITTING 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 - accountspayable@mq.edu.au

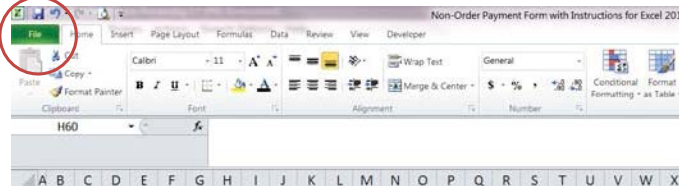
Found at "START HERE" sheet, from row 52 onwards.
Follow the instructions if you are having issues with the form, or if it
your first time completing the form.

Go to "STEP 1": Please click on "Step 1 - Form" to start your request

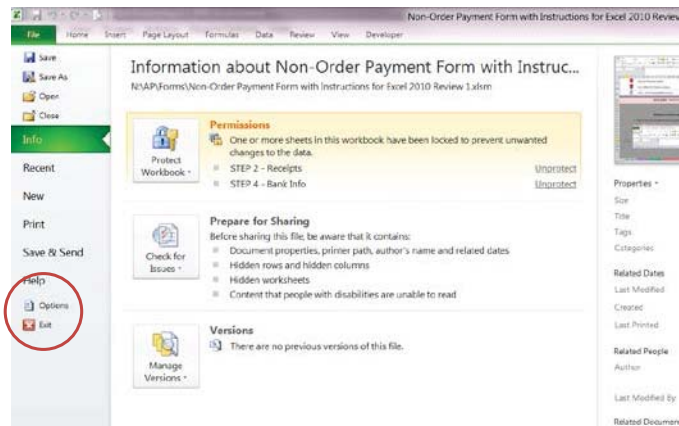
ADDITIONAL HELP

Setting your workbook options to update formulas Automatically:

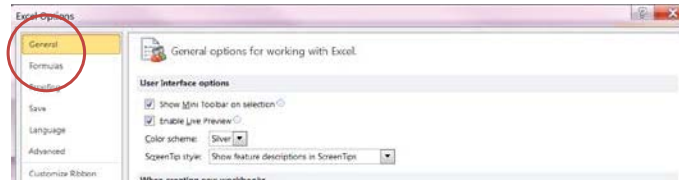
1. Click on FILE in the top left corner of your screen:



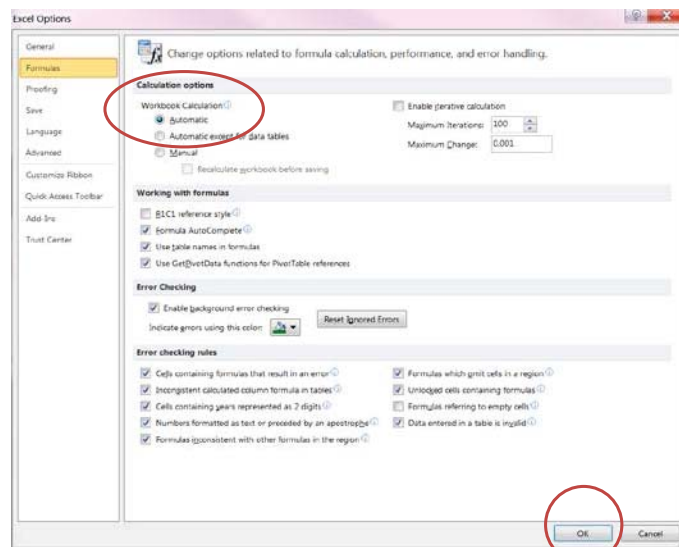
2. Now select OPTIONS



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 "Advance".

(Please complete Electronically and print for sign off)

NOPF	Request For: Advance
	Invoice Code: (Please click on dropdown arrow to reveal options and select "Advance") Advance Substantiation Per Diem Reimbursement Non Order Payment
Faculty / Department:	Phone Extension:
Department Reference:	(Restrict entry to 15 characters max)
Description:	
Pay To:	Staff/Student/Account #
Address:	
	State Post Code Country
Email :	
Special Comments &	

Page 1

START HERE STEP 1 - Form STEP 2 - Receipts STEP 3 - Cost Summary STEP 4 - Bank Info

Your page should now look like the next page.
If it does not, click on Advance again.
If it still does not try downloading the form again, if you are using a saved version on your computer.

(Please complete Electronically and print for sign off)

NOPF

Request For: **Advance**

Invoice Code: ADV

(Please complete Electronically and print for sign off)

Faculty / Department:					Phone Extension:	
Department Reference:	(Restrict entry to 15 characters max)					
Description:						
Pay To:					Staff/Student/Account No.	
Address:						
	State		Post Code		Country	
Email :						

Special Comments & Requests:

Payment Details:

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

Total Amount Claimed: GST Included Amount Excl. GST

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:

Request for Advance

Total Advance Required \$ Other Payments Requested on this form \$

** You may claim up to 85% of the value of your travel Budget

Total Amount Claimed \$

** Please remember to attach copy of approved travel budget and any other relevant supporting documentation

Account Name	LGR	Project or Discipline Code / Sub Group or Activity (REQUIRED)	Natural Account	GST Incl / Excl	GST Amount	Total Amount Inclusive of GST (if applicable)
Advance - Travel			5112	No GST	0.00	
Advance - Travel			5112	No GST	0.00	
Advance - Travel			5112	No GST	0.00	
OTHER EXPENSES CLAIMED - IF ANY (Please note: IF you include other expenses here, you must also complete Step 2 and Step 3 will auto complete.)						
					Total Payment Required	0.00

Advance Checklist

Please attach

- Authorised Absence On Duty form (staff)
- Travel Approval Form (staff & students)
- Airline Booking (if travel by air)
- EFT Details - Banking Authority Form (completed)
- Any other supporting documentation (if applicable)

(Please complete Electronically and print for sign off)



Request For: **Advance**

Invoice Code: **ADV**

(Please complete Electronically and print for sign off)

12	Faculty / Department:		Phone Extension:	
13	Department Refe	3221 Human Science - School of Advanced Medicine	restrict entry to 15 characters max)	
14	Desription:	3223 Human Science - Vice-Presidents Office		
15	Pay To:	3241 Human Science - Health Professions		
16	Address:	3242 Human Science - Physiotherapy		
17		4011 Faculty of Science	count ↑	
18		4031 Science - Biological Sciences		
19		4032 Science - Brain, Behaviour and Evolution		
		4071 Science - Chiropractic		
	State		Post Code	Country

START HERE STEP 1 - Form STEP 2 - Receipts STEP 3 - Cost Summary STEP 4 - Bank Info

-- don't type here --
Pick "4031 Science - Biological Sciences" from the drop down menu

Now start filling in the details
-- see next page

(Please complete Electronically and print for sign off)

Biological Sciences Example Only

NOPF

Request For: **Advance**

Invoice Code: ADV

(Please complete Electronically and print for sign off)

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

Faculty / Department: 4031 Science - Biological Sciences **Refer to Page 8** Phone Extension: Your office extension
 Department Reference: Leave this space blank (Restrict entry to 15 characters max)
 Description: What the expenses were for/where they were incurred. E.g. Fieldwork equipment for fieldwork in Hunter Valley April
 Pay To: Your name: Veronica Peralta Staff/Student/Account No. Staff/Student No. or "VISITOR" or "VOLUNTEER"
 Address: Home Address or C/O Biological Sciences, Macquarie University
 State NSW Post Code 2109 Country Australia
 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 will not be claiming an Advance for my entire trip.

EFT **Enter the total Advance you will receive from auto populated field below**
 Payment Details: 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
 Total Amount Claimed: 500.00 GST Included 0.00 Amount Excl. GST 0.00
 Signature: Sign Here Name: Your name here Date: 1/01/2011

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 Signature: **Students: Your supervisor
Staff: Your supervisor or grant holder
Academics: Grant holder, if someone else's grant or admin.** Date: 1/01/2011
 Authorised By: Admin Only Signature: Date: 1/01/2011

Request for Advance

Total Advance Required \$ 500.00 Other Payments Requested on this form \$ -
 ** You may claim up to 85% of the value of your travel Budget Total Amount Claimed \$ 500.00
 ** Please remember to attach copy of approved travel budget and any other relevant supporting documentation

Account Name	IQR	Project or Discipline Code / Sub Group or Activity (REQUIRED)	Natural Account	GST Incl / Excl	GST Amount	Total Amount Inclusive of GST (if applicable)
Advance - Travel		Account Number here	5112	No GST	0.00	500.00
Advance - Travel			5112	No GST	0.00	
Advance - Travel			5112	No GST	0.00	

Please ask an administrator if you do not know the account number.

OTHER EXPENSES CLAIMED - IF ANY (Please note: IF you include other expenses here, you must also complete Step 2 and Step 3 will auto complete.)

Contrary to the text please do not claim receipts (reimbursement) together with an Advance.

Clarify here what your advance is for and that the amount you are claiming is 85% of the budgeted amount. Only 85% of a requested amount is payable as per University policy, so specify you are only claiming this here.

Advance Checklist

Ignore the checklist.

- Please attach
- Authorised Absence On Duty form (staff)
 - Travel Approval Form (staff & students)
 - Airline Booking (if travel by air)
 - EFT Details - Banking Authority Form (completed)
 - Any other supporting documentation (if applicable)

Complete the Banking Authority Form if:
-you have never requested a reimbursement/advance/per diem
-have changed your banking details



Banking Authority Form

Name	<input type="text"/>
Staff / Student / Account Number (if known)	<input type="text"/>
Mailing Address:	<input type="text"/>
Phone Number	(<input type="text"/>) <input type="text"/>
Email Address	<input type="text"/>
Account Holder Name	<input type="text"/>
Bank Name	<input type="text"/>
Bank Branch	<input type="text"/>
Bank Address	<input type="text"/>
BSB Number	<input type="text"/> - <input type="text"/> FOR AUSTRALIAN AND NZ BANKS ONLY
Account Number	<input type="text"/> (PLEASE NOTE: CREDIT CARD ACCOUNT NUMBERS ARE NOT ACCEPTED.)
	FOR OVERSEAS BANK ACCOUNTS:
Swift Code	<input type="text"/>
IBAN (if applicable)	<input type="text"/>
Transit Code (CANADIAN BANKS)	<input type="text"/>
Any other relevant information required to ensure your payment arrives safely	<input type="text"/>

Please note: Full account and Branch (BSB) numbers are required. Please check both numbers with your bank and attach an official Bank Slip wherever possible

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 Advances are rejected:

- 1) Signatures missing
- 2) An Absence on Duty form has not been submitted