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
<table>
<thead>
<tr>
<th>Instructions for completion of your Non-Order Payment Request</th>
</tr>
</thead>
</table>

**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 parameters 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:

<table>
<thead>
<tr>
<th>ADVANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>The 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.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SUBSISTENT OF ADVANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Subsistence: To claim 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.</td>
</tr>
</tbody>
</table>

A F4R.DIS may be taken to cover the cost of breakfast, lunch, dinner and daily in-rooms such as rent or tax / travel cost.
Please ensure your Excel setting are set to update formulas automatically and that you are using the Excel 2007 version of this document if you are using Excel 2007 on your computer OR the Excel 2010 version if you are using Excel 2010. Please try the 2010 version if you use a Mac. You will find the instruction on how to set your formulas to update automatically on START HERE.

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 Acquit the Advance that was taken earlier. This MUST be done within 30 days of your trip or other 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 2**
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 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 - 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 "Advance".

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.
Request for: **Advance**

Invoice Code: **ADV**

(Please complete Electronically and print for sign off)

Faculty / Department: 

Department Reference: 

Description: 

Pay To: 

Staff/Student/Account No. 

Address: 

State: 

Post Code: 

Country: 

Email: 

Special Comments & Requests: 

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

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

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

<table>
<thead>
<tr>
<th>Account Name</th>
<th>Project or Discipline Code / Sub Group or Activity (REQUIRED)</th>
<th>Natural Account</th>
<th>GST Amount</th>
<th>Total Amount Inclusive of GST (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advance - Travel</td>
<td>5112</td>
<td>No GST</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>Advance - Travel</td>
<td>5112</td>
<td>No GST</td>
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<td>No GST</td>
<td>0.00</td>
<td></td>
</tr>
</tbody>
</table>

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

- [ ] 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)
Pick "4031 Science - Biological Sciences" from the drop down menu

Now start filling in the details

-- see next page --
**Request for Advance**

- **Total Advance Required**: $500.00
- **Other Payments Requested on this form**: $0.00
- **Total Amount Claimed**: $500.00

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**Account Name** | Project or Discipline Code / Sub Group or Activity (REQUARED) | Natural Account | GST Included | GST Amount | Total Amount Inclusive of GST (if applicable)
--- | --- | --- | --- | --- | ---
Advance - Travel | | | | | 5112
Advance - Travel | | | | | 5112
Advance - Travel | | | | | 5112

**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 the requested amount is payable as per University policy, so specify you are only claiming this here.

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**Advance Checklist**

- [ ] 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)

Ignore the checklist.

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**Certification and Authorisation**

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  
**Sign Here**: 
**Date**: 1/01/2011

**Authorised By**: Admin Only  
**Signature**: 
**Date**: 1/01/2011

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

<table>
<thead>
<tr>
<th>Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff / Student / Account Number</td>
<td></td>
</tr>
<tr>
<td>(If known)</td>
<td></td>
</tr>
<tr>
<td>Mailing Address:</td>
<td></td>
</tr>
<tr>
<td>Phone Number</td>
<td></td>
</tr>
<tr>
<td>Email Address</td>
<td></td>
</tr>
<tr>
<td>Account Holder Name</td>
<td></td>
</tr>
<tr>
<td>Bank Name</td>
<td></td>
</tr>
<tr>
<td>Bank Branch</td>
<td></td>
</tr>
<tr>
<td>Bank Address</td>
<td></td>
</tr>
<tr>
<td>BSB Number - FOR AUSTRALIAN AND NZ BANKS ONLY</td>
<td></td>
</tr>
<tr>
<td>Account Number</td>
<td></td>
</tr>
</tbody>
</table>

(Please note: Credit card account numbers are not accepted.)

For Overseas Bank Accounts:

| Swift Code |  |
| IBAN (if applicable) |  |
| Transit Code (Canadian Banks) |  |

Any other relevant information required to ensure your payment arrives safely:

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