



UOCE Research Student Reimbursement Claim Form

Student Name:

Student ID Number:

Address:

Course currently enrolled in: MA EdD PhD

Part Time / Full Time

Date of Receipt	Items Claimed	Reason for Expenditure	Amount

Mileage – Claim for use of Private Vehicle on University Business

NOTE: Reimbursement rate is 0.76c per km up to 40km per trip. Over 40km per trip the rate for the whole trip is 0.50c per km. Refer to College of Education Mileage Policy found on the UOCE website.

Travel Date	Travel From (Address)	Destination (Address)	Purpose of Trip	Distance (km)
Total Km				
Rate/km				
Total (no GST)				

Total Claim Amount

Payment will be made to the bank account number recorded in eVision.

See instructions below to enter or change bank account details.

Claimant's Signature: **Date:**

On completion, return form with ORIGINAL GST receipts/paid invoices attached, to Marlene Robertson, Lead Administrator, UOCE, 145 Union St East, P O Box 56, Dunedin 9054 or marlene.robertson@otago.ac.nz

How to enter bank account details into eVision?

To enter your bank account details:

1. Log into eVision
2. From your My Finances container click on the **account and payment information** link.
3. Select **Review my bank details**
4. The bank account details screen will open and you will see your name is already entered into the Account name field.
5. If you need to update your Account name click into the field and type your account name.
6. To enter your bank account number click into the Account number field and start entering your bank account number as it is displayed on your bank statement or online banking.
The format for a New Zealand bank account is 12-1234-1234567-123
 - The hyphens for each section of the account number will automatically display as you enter each part of your account number.
 - If your bank account number suffix (the last section of the account number) is only displayed as 2 digits on your bank account please enter the 2 digits and eVision will automatically add the third digit in the correct place.
7. Tab out of the Account number field at which point your bank account number will be validated and the Bank name and Bank location fields will now have be populated.
 - If you see an error message at the top of the screen that your bank account number is invalid please recheck your account number. eVision will only allow you to save a valid account number.
8. Click Save to save your bank account details

Note:

- 1 - This is an overnight update process.
- 2 - Bank account details can be entered into eVision even if you are not due a payment.