



Non-Travel Advance Settlement Form NT2

Version 1.0

Finance - Delivering Financial and Service Excellence

This form is to be used to settle a non-travel cash advance.
If you need to settle a travel advance use the

This is a pdf writeable form and can be typed (preferred method).

Accounts Payable Use Only

NTA		Voucher ID	
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Advance Settlement Details

Name _____ Employee ID _____

School/Faculty/Division _____ Phone _____

Email _____ Advance Date _____ Advance Amount _____

Purpose of Advance _____

Administrative Contact Name _____ Phone _____

Accounting

Description _____ *This will appear in NS Financials reporting. Maximum 30 characters.*

Account	Fund	Dept	Project	GST Type	Amount (excl GST)	GST Amount	Total Amount (incl GST)
					<i>Total Expenditure</i>		
					<i>Less Advance</i>		
					<i>Monies owed to employee</i>		
					<i>Monies owed to UNSW</i>		

If monies are owed then claim via Expenses in NS Financials.

Pay using your personal MasterCard, Amex or visa card through the web payment [link](#) quoting your NTA reference number.

All refunds are coded to Account 7010.

Employee Declaration

I confirm that:

- The expenses are for UNSW business purposes only and in accordance with UNSW Policy.
- All receipts and supporting documentation are attached.

Date _____

Signature _____

Approved By

Requires approval by a UNSW financial delegate

I confirm that this settlement is in accordance with UNSW's policies and procedures and I have sighted receipts and supporting documentation.

Name _____

Employee ID _____

Email _____

Phone _____ Date _____

Signature _____

How to submit this form

- Complete the form and attach receipts/supporting documentation.
- Obtain approval from a financial delegate approver.
- Email completed form to Accounts Payable invoiceap@unsw.edu.au