

How to Create a Staff Reimbursement Claim for your Tour Down Under 2012 Registration

These instructions are specific for reimbursement relating to Tour Down Under Registrations. Should you wish to submit a staff reimbursement claim for any other expense please see:

- [Quick Reference Guide: Create a Staff Reimbursement Claim](#) for instructions
- [Show Me How: Create a Staff Reimbursement Claim](#) to watch an online video demonstration.

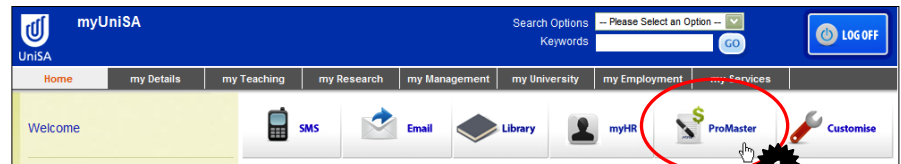
Staff Reimbursements are paid through the HR Payroll System. The dates of the Payment runs and deadlines are located on the Finance Unit [website](#).

Step 1.

Select the ProMaster link from [MyUniSA](#).

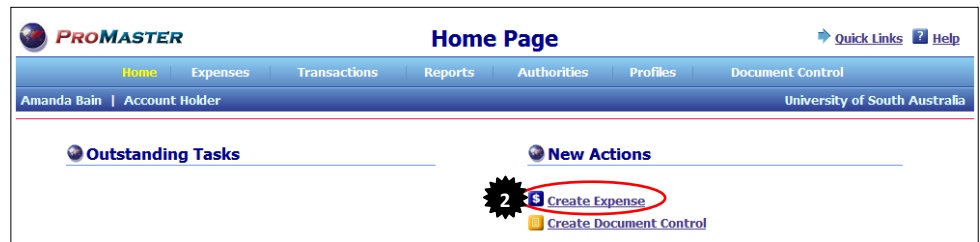
The direct link to ProMaster is:
<https://my.unisa.edu.au/staff/promaster>

Should you have any problems accessing ProMaster, please email promaster@unisa.edu.au to request activation on the system within 24 hours.



Step 2.

Select **Create Expense** from the ProMaster Homepage.



Step 3.

Ensure that **Claim** is selected within **Account Type** field.
If you are a University Credit Card Holder **Cash Acquittal?** will also appear.
Un-tick the Cash Acquittal Box.

Step 4.

Enter **Purpose** (the reason for expense, i.e. "Tour Down Under MCCT 2012"). This field is limited to 40 characters.

Step 5.

Enter the **Date** of your Tax Invoice, **Merchant** ("SA Visitor & Travel Centre") and **Description** ("TDU Registration Fee – Your Name").

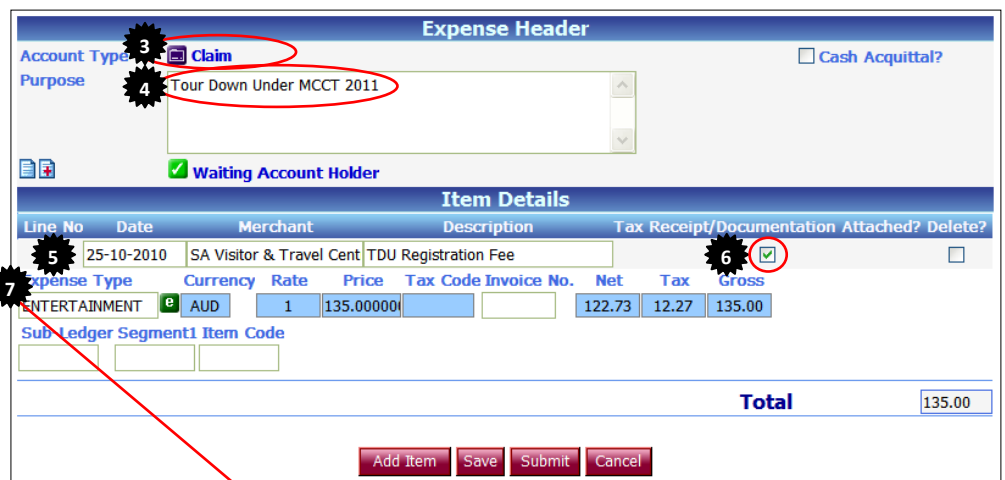
Step 6.

Tick that you have an original **Tax Receipt / Documentation attached**. (In Step 23, you will be required to attach the Tax Invoice that you received via email from the SA Visitor & Travel Centre).

Step 7.

Click into the **Expense Type** box, and select **Entertainment** as the **Expense Type** (placing your cursor in the field will bring up a menu on the right side of your screen).

The Expense Breakdown window will pop up in your screen, as this Expense type requires further specific information.



Expense Header

Account Type: **Claim** Cash Acquittal?

Purpose: **Tour Down Under MCCT 2011**

Waiting Account Holder

Item Details

Line No	Date	Merchant	Description	Tax Receipt/Documentation Attached?	Delete?
5	25-10-2010	SA Visitor & Travel Cent	TDU Registration Fee	6	<input checked="" type="checkbox"/>

Sub Ledger Segment1 Item Code

Total 135.00

Add Item Save Submit Cancel

Expense Types

Type	Description
-TRAVEL-DOM	Airfares, Accom & Meals in Australia
-TRAVEL-BITNL	Airfares, Accom & Meals overseas
BOOKS	Text books & articles for Staff Prof Development
CAR HIRE	Short Term Car Hire
CONFERENCE	Conference Registration & Staff Training
ENTERTAINMENT	Work related Functions and Entertainment
FIELD TRIPS	Camps, Excursions & Field Trips
GIFTS-NON STAFF	Non Staff Gifts - Guest Speakers/Overseas Partners
GIFTS-STAFF	Staff Gifts
INTERNET/PHONE	Internet and Phone Expenses
JOURNALS	Subscriptions to Journals and Publications
MANUALLY CODED	For any Item not covered by supplied Expense Types

Step 8.
Within the Expense Breakdown window, enter the amount of your registration that you are claiming within the "Amount Subject to GST" field.

Step 9.
Select the **Category** as **Recreational Entertainment**.

Step 10.
Ensure that your name is in the **Participant Information**. (This field should have been filled automatically).

Step 11.
Select "Next >>".

Expense Breakdown

Amanda Bain | Account Holder University of South Australia

Work related Functions and Entertainment (ENTERTAINMENT)

Breakdown for Price

8 Amount Subject to GST 135 Amount Not Subject to GST 0.00

Currency AUD Rate 1.00

Category

9 Recreational Entertainment

Participant Information

10

Full Name	Participant Type	Employee ID	No.	Delete?
Last Name, First Name	Employee	123257	1	<input type="checkbox"/>

11 Add Participant Next >> Cancel

Step 12.
Review the information that has been placed in the General Ledger Breakdown. Enter the Cost Centre coding details within **Sub-Ledger** and **Segments** field.

(Please obtain the appropriate Cost Centre from your Cost Centre Manager)
The **Item Code** is completed automatically based on the information you input into the previous screen.

Step 13.
Select **Update**.

Step 14.
The Expense Breakdown Wizard window will close. You will return to the "Create Expense" Page which contains the details you completed earlier. Select **Submit**.

Work related Functions and Entertainment (ENTERTAINMENT)

General Ledger Breakdown

Participant Type	Tax Code	Net	Tax	Gross
Amount Subject to GST - Recreational Entertainment	Group Totals	122.73	12.27	135.00
Employee	T	122.73	12.27	135.00
Totals		122.73	12.27	135.00

12

Sub-Ledger Segment1 Item Code

AD Cost Centre 2973

13 << Back Recalculate Update Cancel

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Step 15.
The Expense Details screen will now display on your screen.

Once you have created your staff reimbursement claim, you need to print the Document Control Report.

Select **Document Control** from the menu at the top of the page.

Expense Details

Amanda Bain | Account Holder University of South Australia

Expense Header

Account Type Claim Purchase Date 25-10-2010 Reference Id X000000000000084586
 Expense Group General Date Created 25-10-2010
 Amount AUD 135.00 Account Holder Amanda Bain
 Purpose Tour Down Under MCCT 2011 Status Waiting Admin Review AC
 Document Control Number Files Attached 0
 Cash Acquitall? No

Item Details

Line No	Date	Merchant	Description	Tax Receipt/Documentation Attached?					
1	25-10-2010	SA Visitor & Travel Centre	TDU Registration Fee	Yes					
Expense Type	Currency	Rate	Quantity	Price	Tax Code	Invoice No.	Net	Tax	Gross
ENTERTAINMENT	AUD	1	1.000	135.000	T		122.73	12.27	135.00

ENTERTAINMENT Breakdown Details

Amount Subject to GST 135.00 Category Recreational Entertainment

Full Name	Participant Type	Employee ID	No.
Bain, Amanda	Employee	123257	1

Breakdown for Price - Category

Participant Type	Tax Code	Net	Tax	Gross	GL Codes	
Amount Subject to GST - Recreational Entertainment	Employee	T	122.73	12.27	135.00	AD , 070800 , 2973 , AD070800

Reverse Expense Create Expense Attachments Go to Home Page

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15 Document Control

Step 16.
Select **Claim** as the **Account Type**.

Step 17.
Ensure **UnDocumented Expenses** is selected for **List**.

Step 18.
Click on **Waiting Admin Review AC** as the **Status**.

Step 19.
Click on **Search** to find your staff reimbursement claim.

Step 20.
Tick the box next to your staff reimbursement claim.

Step 21.
Click on **Document** to run Document Control Report.

Step 22.
The Document Control Report will appear on your screen. **Print** the Document Control Report by clicking on the print icon located at the top of your screen.



Step 23.
Once you have printed the Document Control Report, sign the declaration on the Report.
Ensure that you staple the Tax Invoice that you will receive via email from the South Australian Visitor & Travel Centre.

NOTE: If you do not print the Document Control Report, your reimbursement will not be transferred to Payroll for payment.

Forward the Report with your attached Tax Invoices to the Admin Centre Controller for your area, who will check the claim and then forward to your supervisor for approval.

If you are unsure who your Admin Centre Controller is, please see the following link:
<http://www.unisa.edu.au/fin/systems/promaster/admincentrecontrollers.asp>

Reference No	Expense Type	Tran Date	Tran Type	Status	Merchant Name	Merchant Type	Quantity	
Invoice No.	Original Currency Amount	Tax Code	Tax Evidence?	Tax Receipt?	Net	Tax	Gross	
Purpose	GL Code	Description						
Amanda Bain	Claim	BAINAL1201	123257					
X00000000000004586	ENTERTAINMENT	25-10-2010	Claims	Waiting Admin Review AC Conf	SA Visitor & Travel		1	
	Associated Subject to GST		Purchase					
	N/A	T	No (Tax 0.00)	Yes	122.73	12.27	135.00	
Tour Down Under MCTT 2011 AD 070800 2073 AD070800 TDM Registration Fee								
Transaction Summary (Ref No. : X00000000000004586)						122.73	12.27	135.00
Account Total (AUD)							135.00	

The Reimbursement for your Registration Fee will be included in your next Pay.

Pay Advice			
Pay Period 17 Apr 2010 to 30 Apr 2010		Paid 29 Apr 2010	
Payments	Hours	Rate	Reference
Ordinary Payment	73.50	23.74	
Allowances	Units	Rate	Reference
Staff Reimbursement	0.00	0.00	
Deductions and Tax			Amount YTD
Computer Generated Tax			478.00 9936.00
Benefits			Amount YTD
UniSuper APP Award 3%			52.36 703.95