A cheat sheet for the NOP form: Per diem

(1) General instructions........................................pg  2-5
(2) Filling in the form - example.............................pg  6-13
(3) Top reasons Per diems are rejected..................pg 14
(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
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 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

ADVANCE
- 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 60 days of your return

SUBSISTANCE OF ADVANCE
- The Subsistence: To refund the Advance that was taken earlier. This must be done within 60 days of 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 incidental such as minor taxi / travel cost,
Please ensure your Excel settings 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.
Please go to "STEP 2" for:
- Substantiation
- Per Diem
- Reimbursement
- Non-Order Payment

Please go to "STEP 4" for:
- Advance
- Per Diem

If you have not yet provided your Bank Details to Accounts Payable, you must complete "STEP 4" to enable payment of 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 "Per diem"

Your page should now look like the next page. If it does not, click on Per diem again. If it still does not try downloading the form again, if you are using a saved version on your computer.
Request For: Per Diem
Invoice Code: PDIEM

Faculty / Department:
Department Reference:
Description:
Pay To: Staff/Student/Account No.
Address:
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:

Certifying Officer: Signature: Date:
Authorised By: Signature: Date:

As calculated with the Per Diem Calculator

Per Diem

Purpose of Travel:

Destination:
Australia

PD Rates:
Country of Travel Cost Code

Per Diem Rate for this travel

$55.00

Domestic

Departure:
Departure Date:
Departure time from base to destination:
Arrival time at destination:

Return:
Return Date:
Departure Time from destination to base:
Arrival time at base:

Local Travel

Consisting of: Full Per diem Breakfast Lunch Dinner
Cost Group 1 $55.00 $8.75 $8.75 $17.50

Overseas Travel

Consisting of: Full Per diem Breakfast Lunch Dinner
Cost Group 1 $25.00 $3.75 $3.75 $7.00
Cost Group 2 $36.00 $6.50 $6.50 $10.00
Cost Group 3 $43.00 $7.00 $7.00 $14.00
Cost Group 4 $51.00 $9.00 $9.00 $18.00
Cost Group 5 $59.00 $12.25 $12.25 $24.50
Cost Group 6 $78.00 $14.50 $14.50 $29.00

PDIEM (Restrict entry to 15 characters max)
Phone Extension:

Special Comments & Requests:

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:
Pick "4031 Science - Biological Sciences" from the drop down menu.

Now start filling in the details -- see next page.
## Per Diem

**Request For:** Per Diem  
**Invoice Code:** PDIEM  
*(Please complete Electronically and print for sign off)*

### Faculty / Department:

<table>
<thead>
<tr>
<th>Faculty / Department:</th>
<th>Department Reference:</th>
<th>Description:</th>
<th>Pay To:</th>
<th>Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td>4031 Science - Biological Sciences</td>
<td>Leave this space blank</td>
<td>Where will you be travelling to/how long for/what you will be doing/dates</td>
<td>Your name. E.g. Veronica Peralta</td>
<td>Home address or C/O Biological Sciences, Macquarie University</td>
</tr>
</tbody>
</table>

### Special Comments 

Not essential - just a good idea if you have something to clarify. E.g. I did not spend all of the advance and so will be returning some funds to the University.

### Payment Details:

<table>
<thead>
<tr>
<th>Total Amount Claimed</th>
<th>GST Included</th>
<th>Amount Excl. GST</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Signature:

Sign Here

### 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  
**Authorised By:** Admin Only

### Total Per Diem

- **$222.50**

### Purpose of Travel:

- **Copy of or expansion of “Description” section.**

### Destination:

- **Australia**

### Per Diem Rates:

- **$55.00**

### PD Rates:

- **Domestic**

#### Overseas Travel:

<table>
<thead>
<tr>
<th>Cost Group</th>
<th>Cost Group</th>
<th>Cost Group</th>
<th>Cost Group</th>
<th>Cost Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Workspace</td>
<td>$36.00</td>
<td>$36.00</td>
<td>$43.00</td>
<td>$1.00</td>
</tr>
<tr>
<td>Breakfast</td>
<td>$10.00</td>
<td>$10.00</td>
<td>$15.00</td>
<td>$15.00</td>
</tr>
<tr>
<td>Lunch</td>
<td>$15.00</td>
<td>$15.00</td>
<td>$15.00</td>
<td>$18.00</td>
</tr>
<tr>
<td>Dinner</td>
<td>$20.00</td>
<td>$20.00</td>
<td>$20.00</td>
<td>$24.50</td>
</tr>
</tbody>
</table>

### Overseas Travel:

- **$36.00**

### Breakfast:

- **$10.00**

### Lunch:

- **$15.00**

### Dinner:

- **$20.00**

### Purpose of Travel:

- **Copy of or expansion of “Description” section.**

### Departure Date:

- **5/05/2014**

### Departure time from base to destination:

- **9:00:00 AM**

### Arrival time at destination:

- **1:00:00 PM**

### Return:

- **10/05/2014**

### Departure Time from destination to base:

- **12pm**

### Arrival at base:

- **3:00:00 PM**

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

### Staff/Student ID No. or if other write “VISITOR” or “VOLUNTEER”.

### Enter the total per diem you will receive, from auto populated field below.

### Leave these blank:

- **State**
- **NSW**
- **Post Code**
- **2109**
- **Country**
- **Australia**
- **Email**
- **Home address or C/O Biological Sciences, Macquarie University**
- **Your name. E.g. Veronica Peralta**
- **Leave these blank**

### This field is auto-populated.

### Select the country you will be traveling to by selecting the country from the drop down list. Refer to pg 10. Unfortunately the list is not searchable.

### You will find this information on your flight itinerary.
Select the country to are traveling to from the drop down list.
This information is required as it will determine the per diem amount you receive on your travel days.

Complete this section, ONLY if you are receiving breakfast, lunch & dinner on any day of your University travel. This means that you will only receive an "Incidental Conference Rate".

Please complete this section accurately, with detail of the activity. If you will be involved in a different activity/ies, date these separately.

Refer to pg 12

Complete this section for any days you will receive a meal/s during your University travel. If you receive 3 meals on the same day, please complete the above "Incidental" section.

PER DIEM SUMMARY (Details as per calculator)

<table>
<thead>
<tr>
<th>Account Name</th>
<th>Account Number</th>
<th>Natural Account</th>
<th>GST</th>
<th>GST</th>
<th>Total - Per Diem Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per Diem payable as per Per Diem Calculator</td>
<td>5111</td>
<td>No GST</td>
<td>$ 222.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Incidental only - Conference Rate</td>
<td>5111</td>
<td>No GST</td>
<td>$ -</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td>$ -</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

GST NOTE:
Select
Yes - If the amount includes GST
No - If the amount does not include GST
(Please use drop down menu where applicable)
NOTES:

You may place some notes here, if you wish.

Ignore the checklist.

Per Diem Application - Checklist

Please attach

- Travel Itinerary and/or Flight booking
- All original invoices / receipts for additional amounts claimed
- Travel Approval Form (staff & students)
- Travel Plan and/or Conference Details
- Authorised Absence On Duty form (staff)

Note: If payments were made overseas with a personal credit card, you may attach a copy of your credit card statement as confirmation of exchange rates.

Deductions: You may be requested to provide more information to confirm whether any deductions are applicable.
Complete the Banking Authority Form if:
- you have never requested a reimbursement/advance/per diem
- have changed your banking details

**Banking Authority Form**

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td></td>
</tr>
<tr>
<td>Staff / Student / Account Number (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</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:**

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Swift Code</td>
<td></td>
</tr>
<tr>
<td>IBAN (if applicable)</td>
<td></td>
</tr>
<tr>
<td>Transit Code (CANADIAN BANKS)</td>
<td></td>
</tr>
<tr>
<td>Any other relevant Information required to ensure your payment arrives safely</td>
<td></td>
</tr>
</tbody>
</table>

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 per diems are rejected:

1) Signatures missing
2) University travel is more than 30 days in duration
3) An Absence on Duty form has not been submitted