

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

Click on "Enable Content"

Non-Order Payment Form with Instructions for Excel 2007 Review 1B - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW ACROBAT

SECURITY WARNING Macros have been disabled. Enable Content

B2 Instructions for completion of your Non-Order Payment Request

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z AA AB AC AD AE AF A AU AV AW AX

1 **Instructions for completion of your Non-Order Payment Request**

2

4 **PLEASE ENSURE THAT YOUR EXCEL SETTINGS HAVE BEEN SET TO UPDATE FORMULAS AUTOMATICALLY**

5 (You can find the instructions on how to do this at the bottom of this page)

7 **- DO NOT PRINT THIS PAGE -**

8 **- Please complete STEP 1 to STEP 4 Electronically -**

9 **- Then Print - Print parametres have been pre-set to print all required pages -**

11 **START HERE**

12 Please take a moment to think about the type of request you would like to initiate

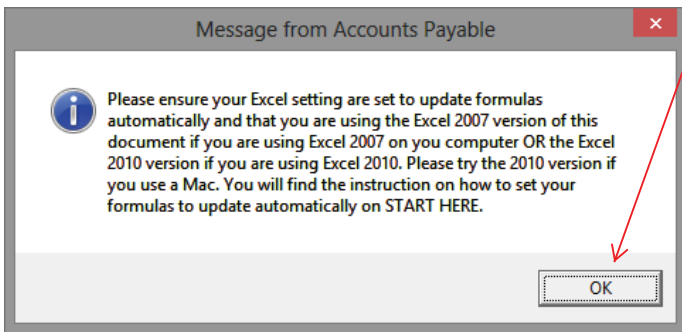
13

14 **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

15 **SUBSTANTIATION OF ADVANCE** - Use the Substantiation to acquit 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

A Per Diem may be taken to cover the cost of Breakfast, Lunch, Dinner and daily incidentals such as minor taxi / travel cost.

START HERE STEP 1 - Form STEP 2 - Receipts STEP 3 - Cost Summary STEP 4 - Bank Info



Click on "OK"

"START HERE" sheet on form.

Read this prior to completing the form

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 parametres 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	- <u>Use Advance</u> 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	- <u>Use the Substantiation to</u> acquit 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
PER DIEM	- <u>A Per Diem may be taken</u> to cover the cost of Breakfast, Lunch, Dinner and daily incidentals such as minor taxi / travel cost, laundry and light refreshments
RE-IMBURSEMENT	- If you have already incurred approved costs and paid for this on behalf of the University from personal funds - please <u>use the Reimbursement to claim</u> for your expenses
NON-ORDER PAYMENT	- Please use this form if you need to <u>reimburse or pay non-staff/students</u> , 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 1

Select the type of request you want to raise and complete the document fully. Please note:- The correct document will open for completion, depending on the selection you make. The document must be completed electronically and please do not skip any questions or entry fields unless so directed. Entry Field are WHITE fields.

Please go to "STEP 2" for:

- * Substantiation
- * Reimbursement
- * Non-Order Payment

Go to "STEP 4" for:

- * Advance
- * Per Diem

OR

STEP 2

Please click on "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 - accountspayable@mq.edu.au

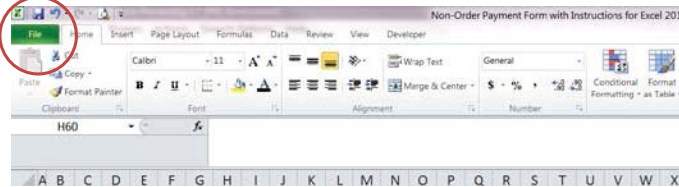
Found at "START HERE" sheet, from row 52 onwards.
Follow the instructions if you are having issues with the form, or if it
your first time completing the form.

Go to "STEP 1": Please click on "Step 1 - Form" to start your request

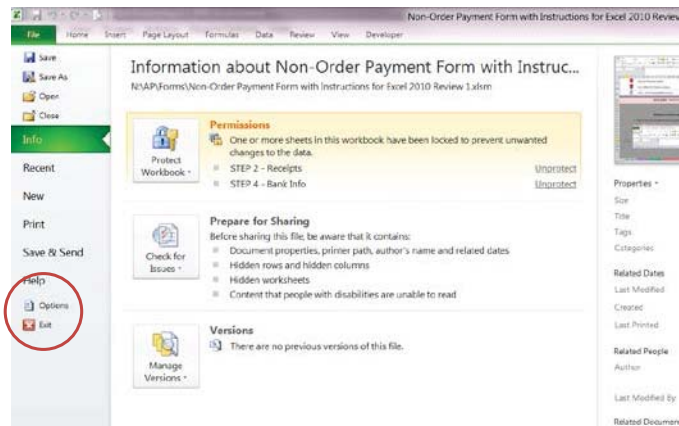
ADDITIONAL HELP

Setting your workbook options to update formulas Automatically:

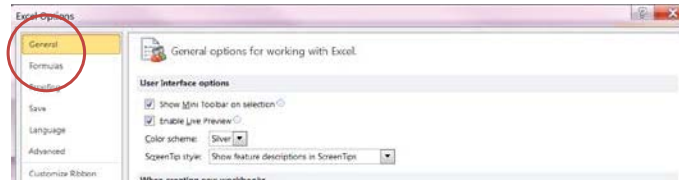
1. Click on FILE in the top left corner of your screen:



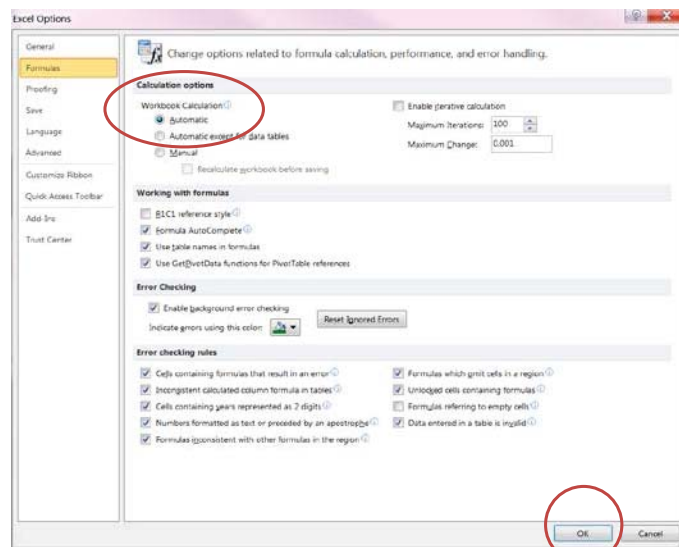
2. Now select OPTIONS



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"

1 (Please complete Electronically and print for sign off)

NOPF	Request For: Per Diem
	Invoice Category: Per Diem
	(Please select one)
	Advance Substantiation Per Diem Reimbursement Non Order Payment

Faculty / Department:		Phone Extension:	
Department Reference:	(Restrict entry to 15 characters max)		
Description:			
Pay To:		Staff/Student/Account #:	
Address:			
	State	Post Code	Country
Email :			
Special Comments &			

START HERE STEP 1 - Form STEP 2 - Receipts STEP 3 - Cost Summary STEP 4 - Bank Info

READY

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.

(Please complete Electronically and print for sign off)

NOPF

Request For: **Per Diem**

Invoice Code: PDIEM

(Please complete Electronically and print for sign off)

Faculty / Department:				Phone Extension:	
Department Reference:	(Restrict entry to 15 characters max)				
Description:					
Pay To:				Staff/Student/Account No.	
Address:					
	State		Post Code		Country

Email :

Special Comments & Requests:

Payment Details:

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:

Per Diem

As calculated with the Per Diem Calculator

Total Per Diem \$ -

Purpose of Travel:

Destination : International / Domestic?

PD Rates: Country of Travel Cost Code Per Diem Rate for this travel \$ 55.00

Departure: **Return:**

Departure Date: Return Date:

Departure time from base to destination: Departure Time from destination to base:

Arrival time at destination: Arrival time at base:

Local Travel			Overseas Travel			Cost Group 1	Cost Group 2	Cost Group 3	Cost Group 4	Cost Group 5	Cost Group 6					
Consisting of:	Full Per diem	\$55.00	Consisting of:	Full Per diem	\$	25.00	\$	36.00	\$	43.00	\$	51.00	\$	69.00	\$	78.00
	Incidentals	\$20.00		Incidentals	\$	10.00	\$	10.00	\$	15.00	\$	15.00	\$	20.00	\$	20.00
	Breakfast	\$8.75		Breakfast	\$	3.75	\$	6.50	\$	7.00	\$	9.00	\$	12.25	\$	14.50
	Lunch	\$8.75		Lunch	\$	3.75	\$	6.50	\$	7.00	\$	9.00	\$	12.25	\$	14.50
	Dinner	\$17.50		Dinner	\$	7.50	\$	13.00	\$	14.00	\$	18.00	\$	24.50	\$	29.00

(Please complete Electronically and print for sign off)

NOPF

Request For: **Per Diem**

Invoice Code: **PDIEM**

(Please complete Electronically and print for sign off)

Faculty / Department:

- 4031 Science - Biological Sciences
- 4032 Science - Brain, Behaviour and Evolution
- 4071 Science - Chiropractic
- 4091 Science - Environment & Geography
- 4201 Science - Earth & Planetary Sciences
- 4202 Science - GEMOC
- 4221 Science - Mathematics
- 4241 Science - Physics and Astronomy

Phone Extension:

restrict entry to 15 characters max)

count

State

Post Code

Country

START HERE

STEP 1 - Form

STEP 2 - Receipts

STEP 3 - Cost Summary

STEP 4 - Bank Info

-- don't type here --
Pick "4031 Science - Biological Sciences" from the drop down menu

Now start filling in the details
-- see next page

NOPF

Request For: **Per Diem**

Invoice Code: PDIEM

(Please complete Electronically and print for sign off)

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

Faculty / Department: 4031 Science - Biological Sciences **Refer to Page 8** Phone Extension: Your office extension
 Department Reference: Leave this space blank (Restrict entry to 15 characters max)
 Description: Where will you be travelling to/how long for/what you will be doing/dates
 Pay To: Your name. E.g. Veronica Peralta Staff/Student/Account No.
 Address: Home address or C/O Biological Sciences, Macquarie University
 State: NSW Post Code: 2109 Country: Australia
 Email: Your email address. This helps admin contact you if there is a query on your Advance. E.g. veronica.peralta@m.edu.au

Staff/Student ID No. or if other write "VISITOR" or "VOLUNTEER"

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

Payment Details:
 EFT International Draft (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: Sign Here Name: Your name here Date: 4/04/2014

Leave these blank

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

Certification and Authorisation
 Confirmation: in accordance with the terms of the Public Finance and Administration Act 1975, I certify that the information provided as described in the attached documentation and that this payment request has not been previously approved.
 Certifying Officer: Supervisor, CI or Admin Date: 4/04/2014
 Authorised By: Admin Only Signature: Date: 4/04/2014

Students: Your supervisor
 Staff: Your supervisor or grant holder
 Academics: Grant holder, if someone else's grant or leave blank for admin.

Per Diem
 As calculated with the Per Diem Calculator
 Total Per Diem: \$ 222.50
 Purpose of Travel: Copy of or expansion of "Description"
 Destination: Australia International / Domestic? Domestic
 PD Rates: Country of Travel Cost Code Domestic Per Diem Rate for this travel \$ 55.00
 Departure Date: 5/05/2014 Return Date: 10/05/2014
 Departure time from base to destination: 9:00:00 AM Departure Time from destination to base: 12pm
 Arival time at destination: 1:00:00 PM Arival time at base: 3:00:00 PM

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.

The country you select will generate the per diem rate automatically.

You will find this information on your flight itinerary

		Overseas Travel	Cost Group 1	Cost Group 2	Cost Group 3	Cost Group 4	Cost Group 5	Cost Group 6
Consisting of:		Full Per diem	\$ 25.00	\$ 36.00	\$ 43.00	\$ 51.00	\$ 69.00	\$ 78.00
Incidentals	\$20.00	Incidentals	\$10.00	\$10.00	\$15.00	\$15.00	\$20.00	\$20.00
Breakfast	\$8.75	Breakfast	\$3.75	\$6.50	\$7.00	\$9.00	\$12.25	\$14.50
Lunch	\$8.75	Lunch	\$3.75	\$6.50	\$7.00	\$9.00	\$12.25	\$14.50
Dinner	\$17.50	Dinner	\$7.50	\$13.00	\$14.00	\$18.00	\$24.50	\$29.00

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	AE	AF	
48			\$																									
49			-																									
50			As calculated with the Per Diem Calculator																									
51			Total Per Diem																									
52			Purpose of Travel:																									
53			Repeat and/or expand on information provided in "Description" section above.																									
54			Destination :																									
55			Australia																									
56			PD Rates:																									
57			Australia																									
58			Albania																									
59			Algeria																									
60			Angola																									
61			Antigua and Barbuda																									
62			Argentina																									
63			Austria																									
			Azerbaijan																									
			International / Domestic?																									
			Domestic																									
			Per Diem Rate for this travel																									
			\$																									
			55.00																									
			Return:																									
			Return Date:																									
			Departure Time from destination to base:																									
			Arival time at base:																									
			Local Travel																									
			Overseas Travel																									
			Cost																									
			Group 1																									
			Group 2																									
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			READY																									

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

PER DIEM CALCULATOR

Travel Days		Time	Allowable Percentage of daily rate *	Daily Per Diem Rate *	Per Diem Claimed
First day of Travel	Time of arrive at final destination	3pm to 8pm	50%	\$ 55.00	\$ 27.50
Last day of Travel	Time of departure from final destination	8am to 3pm	50%	\$ 55.00	\$ 27.50
Total Per Diem for Travel Days					\$ 55.00

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"

Arrival at destination (Single & Multiple Day Travel)		Departure from destination	
Arrival before 10am	100%	Departure before 8am	100%
Arrival between 10am & 3pm	75%	Departure between 8am & 3pm	75%
Arrival between 3pm & 8pm	50%	Departure after 3pm	50%
Arrival After 8pm	0%	Departure after 8pm	0%

Incidentals only - For Conference on Non travel days Use where all meals are included in conference and/or accommodation	Days	Allowable Percentage of daily rate *	Daily Per Diem Rate *	Per Diem Claimed
Incidental Conference Per Diem - International Travel	Days	100%	\$ 20.00	\$ -
Incidental Conference Per Diem - Domestic Travel	Days	100%	\$ 20.00	\$ -
Total Per Diem - Conference attendance				\$ -

FULL Entitlement - Non travel Days Includes Incidentals Rates and meals that are provided MUST be deducted in the following section				Full Daily Per Diem Rate *	Per Diem Claimed
Start Date	End Date	No Of Days	Activity		
6/05/2014	9/05/2014	4	Attending BSE Conference	\$ 55.00	\$ 220.00
				\$ 55.00	\$ -
				\$ 55.00	\$ -
				\$ 55.00	\$ -
				\$ 55.00	\$ -
				\$ 55.00	\$ -
Total Non Travel Days					\$ 220.00

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

Deductions - Where meals are provided, please deduct as follows:				% of Daily Rate Deductable (Excl incidentals)	Daily Per Diem Rate (Excl Incidentals)	Amount Deductable
Meals	Qty included in Accommodation	Qty Included in Activity (eg conference / meeting / paid for by another party)	Total			
Breakfast	5		5	25%	\$8.75	-\$ 43.75
Lunch		1	1	25%	\$8.75	-\$ 8.75
Dinner			0	50%	\$17.50	\$ -
Total Deductable						-\$ 52.50
Total Per Diem Claimed						\$ 222.50

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)						
Account Name	LGR	Account Number	Natural Account	GST	GST	Total - Per Diem Amount
Per Diem payable as per Per Diem Calculator		Account Number	5111	No GST		\$ 222.50
Incidental only - Conference Rate			5111	No GST		\$ -
					\$ -	
					\$ -	
					\$ -	

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

Z	Total (NO GST)	\$ 222.50
C	Total (Incl. GST)	\$ -
	GST Included in total	\$ -
	Total Payable	\$ 222.50

NOTES:

You may place some notes here, if you wish.

Ignore the checklist.

Per Diem Application - Checklist

Please attach

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

- 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 over seas 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

Name	<input type="text"/>	
Staff / Student / Account Number (If known)	<input type="text"/>	
Mailing Address:	<input type="text"/>	
Phone Number	(<input type="text"/>)	<input type="text"/>
Email Address	<input type="text"/>	
Account Holder Name	<input type="text"/>	
Bank Name	<input type="text"/>	
Bank Branch	<input type="text"/>	
Bank Address	<input type="text"/>	
BSB Number	<input type="text"/> - <input type="text"/>	FOR AUSTRALIAN AND NZ BANKS ONLY
Account Number	<input type="text"/>	
(PLEASE NOTE: CREDIT CARD ACCOUNT NUMBERS ARE NOT ACCEPTED.)		
FOR OVERSEAS BANK ACCOUNTS:		
Swift Code	<input type="text"/>	
IBAN (if applicable)	<input type="text"/>	
Transit Code (CANADIAN BANKS)	<input type="text"/>	
Any other relevant information required to ensure your payment arrives safely	<input type="text"/>	

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