



Expense Reimbursement Form for JFPP Students

This Form is to be used by JFPP **Students** claiming reimbursement for placement-*related expenses*. Receipts, Tax Invoices and other relevant documentation must be attached to this Form. *Once completed, forward to the JFPP Project Officer allocated for your university.*

Name:		Claim Description
JFPP Placement Dates:		
University Name:		

Item Description	Why was the purchase made?	AUD Amt (incl GST)
TOTAL		

Claimant Declaration			
I declare that: <ol style="list-style-type: none"> 1. All receipts and tax invoices are attached. 2. This is the only claim I have made, or will make, for these expenses. 3. Payment Details provided are correct. 			
Claimant's Signature		Date	

Please print and forward to the JFPP project officer assigned to your university.