

How do I?

- **Claim for Expense Reimbursement**
 - **Relocation expenses**
 - Paid expenses: reimbursement must be made online via Create New Cash Expense Claim on Spendvision. Original receipts must be forwarded to SOPHI Finance – Level 6 Mungo MacCallum Building, The University of Sydney NSW 2006.
 - Unpaid expenses: forward the invoice & Letter of Offer to SOPHI Finance – Level 6 Mungo MacCallum Building, The University of Sydney NSW 2006.
 - **Other Expenses (over \$25)**
 - Claim must be made on Spendvision via “Create New Cash Expense”
 - Hard copy or scan original receipts (credit card statement & official foreign exchange conversion proof) to SOPHI Finance – Level 6 Mungo MacCallum Building, The University of Sydney NSW 2006 for processing. (sophi.finance@sydney.edu.au)
 - **Petty Cash (over \$25)**
 - Claim must be made on Spendvision via “Create New Cash Expense” Contact Maria Cortes, SOPHI Finance, Level 6 Mungo MacCallum Building.
 - **Borrow Photocopy Cards**
 - Contact Jane Yan, SOPHI Finance Level 6 Mungo MacCallum Building.
- **Apply for Travel – Conference / Research Leave**
 - Obtain quotes: Airfare can be purchased from **Non-Preferred supplier if the discrepancy is over 5% and non-preferred supplier fails to match the price. Evidence of quotes is required.**
 - Create and submit a ‘Travel Requisition’ on Spendvision online at least **4 weeks prior to travel date**
 - Forward any conference related document, airfare & accommodation quotes to Maria Cortes (email/hand delivery)
 - **NOTE: Travel requisitions submitted after trip will require an explanation to HoS**
 - Policy details on university travel website:
<http://s1.sydney.edu.au/staff/travel/>
 - For specific travel procedures, please contact Maria Cortes

- **Apply for University Corporate Credit Card (grants > \$5,000)**
 You are eligible to apply for a Corporate Card if you have research grant with a minimum of \$5,000, please contact Maria Cortes (93518675) for assistance.
- **Request to purchase**
 - **Computer Equipments**
 Contact Stephen Morrison 9351 3094 stephen.morrison@sydney.edu.au
 - **Non-computer Equipments**
 Go to http://sydney.edu.au/arts/sophi/intranet/purchase_request.shtml to submit a "Purchase Request". Contact Jane Yan for assistance.
- **Request to draw Casual General Contracts –Research Assistant**
 Go to http://sydney.edu.au/arts/sophi/intranet/general_request.shtml to submit a request for the contract to be drawn at least two weeks before the commencement of the work. Any further questions, contact Jane Yan for assistance.
- **Request to draw Casual Academic Contracts – Part-time teaching**
 Please contact Jing Chen for assistance.
- **Request to raise an Invoice**
 Go to http://sydney.edu.au/arts/sophi/intranet/invoice_request.shtml to request an Invoice to be raised, and contact Maria Cortes for assistance.
- **Deposit a Cheque**
 Please bring the Cheque to Jane Yan / SOPHI Finance and provide the purpose of the Cheque, account code and the address of payee.
- **Order Stationary**
 Contact Admin team 9351 2862 sophi.enquiries@sydney.edu.au

Contact

Please refer to the finance duties listed below or send query to sophi.finance@sydney.edu.au. Fax 9351 8074

SOPHI Finance Team

- Cam Pham** 9351 6829 cam.pham@sydney.edu.au All Financial planning and budgeting queries, ARC funding & Acquittals
- Jing Chen** 9351 2863 jing.chen@sydney.edu.au
Account query, Journal, Academics PT Teaching Contracts, Parking Permits
- Maria Cortes** 9351 8675 maria.cortes@sydney.edu.au
Spendvision (Corporate Card & Travel), Petty Cash, Invoice, Payment by School Corporate Card
- Jan Yan** Expense reimbursement, PRSS, PhDRSS claims, Deposits, Res. Assistant Casual Contract & Payment Request (Cheques & EFT), Purchasing Orders, Photocopy card
9351 8954 jane.yan@sydney.edu.au