How do I?

Claim for Expense Reimbursement

- **Relocation expenses**
  - Paid expenses: reimbursement must be made online via Create New Cash Expense Claim in Fraedom. Original receipts must be forwarded to SOPHI Finance – Level 6 Mungo MacCallum Building, The University of Sydney NSW 2006.

- **Expenses over $25**
  - Claim must be made on Fraedom via “Cash Claim/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)

- **Expenses under $25 – Petty Cash Claim**
  - Contact Maria Cortes, SOPHI Finance, Level 6 Mungo MacCallum Building for assistance.
  - All expense reimbursements are subject to original receipts.

- **Borrow Photocopy Cards**
  - Contact Molly Dias, 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 Fraedom 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

- University Travel Policy
- Business Class Travel: Approval will only be granted in special circumstances, and only with the approval of your Dean or Principal Officer.

To apply to travel business class, fill in a business travel request form and attach it to your travel requisition.

- Contact:
  Maria Cortes, maria.cortes@sydney.edu.au, phone 9351 8675.

Apply for University Corporate Credit Card (grants > $5,000)
Staff is eligible to apply for a Corporate Card if having grants/funds 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
    Submit the online Purchase Request from SOPHI website at least 2 weeks before commencement of work
    Contact: Molly Dias, molly.dias@sydney.edu.au, or sophi.finance@sydney.edu.au, phone 9351 8954 for assistance.

- Request to draw Casual General Contracts – Research Assistant
  Submit the online Casual General Contracts request from SOPHI website at least 2 weeks before commencement of work.
  Contact: Molly Dias, molly.dias@sydney.edu.au, or sophi.finance@sydney.edu.au, phone 9351 8954.

- Request to draw Casual Academic Contracts – Part-time teaching
  Obtain Department Chair’s approval and contact Harry or submit online Casual Academic Contracts – Part-time teaching request from SOPHI website 2 weeks before commencement of work.
  Contact:
  Harry Nguyen, harrydieu.nguyen@sydney.edu.au, or sophi.finance@sydney.edu.au
  phone 9351 2863.
- **Request to raise an Invoice**
  Submit online [Invoice request](mailto:sophi.finance@sydney.edu.au) from SOPHI website
  
  Contact: 
  Maria Cortes, [maria.cortes@sydney.edu.au](mailto:maria.cortes@sydney.edu.au), or [sophi.finance@sydney.edu.au](mailto:sophi.finance@sydney.edu.au), phone 9351 8675.

- **Deposit Cheques**
  Please bring the cheque to Molly Dias / SOPHI Finance and provide the purpose of the cheque, account code and the address of payee.

- **Stationary**
  
  Contact SOPHI Admin team [sophi.enquiries@sydney.edu.au](mailto:sophi.enquiries@sydney.edu.au), 9351 2862

- **School Travel Conference and Research Support Scheme**
  
  Contact: 
  Elia Mamprin 9351 5658 [elia.mamprin@sydney.edu.au](mailto:elia.mamprin@sydney.edu.au)

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**SOPHI Finance Contact**

Send financial related query to SOPHI generic email [sophi.finance@sydney.edu.au](mailto:sophi.finance@sydney.edu.au) if you are not sure who to ask.

**Maria Cortes**  Ph. 9351 8675, [maria.cortes@sydney.edu.au](mailto:maria.cortes@sydney.edu.au). Room 617

  Fraedom (Corporate Card & Travel), Insurance procedures, Reimbursements, Relocation reimbursements, Petty Cash, Invoice, Payment by School Corporate Card, Account Balances

**Molly Dias**  Ph. 9351 8954, [molly.dias@sydney.edu.au](mailto:molly.dias@sydney.edu.au). Room 617

  Expense reimbursement, PRSS/PhDRSS claims, Deposits, Res. Assistant, Casual General Contract, Contract, Consultancy, Conferences Registration, Payment Request (Cheques & EFT), Purchasing Orders, Photocopy card, Account Balances.

**Harry Nguyen**  Ph. 9351 2863, [harrydieu.nguyen@sydney.edu.au](mailto:harrydieu.nguyen@sydney.edu.au). Room 615

  Account query, Journal, Academics PT Teaching Contracts and payments, Salary Supplementation, externally funded positions, Account Balances, other financial related matters.

**Cam Pham**  Ph. 9351 6829, [cam.pham@sydney.edu.au](mailto:cam.pham@sydney.edu.au). Room 614

  Budgeting and Planning, ARC funding, ARC Acquittals and Relinquishment, HERDC, Start Up grant, Relocation, Account Balances, Parking Permits and Cab Charges, other financial related matters.