



How do I?

- **Claim for Expense Reimbursement**
 - **Relocation expenses**
 - Paid expenses: reimbursement must be made online via Spendvision.com and submit the receipts to Maria.
 - Unpaid expenses: forward the invoice & letter of offer to Pei Cai to process reimbursement.
 - **Other Expenses (over \$25)**
 - Create 'New Cash Expense' claim on Spendvision.com
 - Please bring original receipts (credit card statement & foreign exchange conversion proof if applicable) to Maria Cortes for processing.
 - **Petty Cash (under \$25) & Borrow Photocopy Cards**

Please contact Pei Cai for detail procedure
- **Apply for Travel – Conference / Research Leave**
 - Create a new 'Travel Requisition' on Spendvision.com and submit online at least **4 weeks prior to travel commencement date**
 - Forward any conference related document, airfare & accommodation quotes to Maria Cortes (via email / hand delivery) for Head of School (HoS) approval
 - **NOTE: Travel requisitions submitted after trip will require an explanation to HoS.** Policy details on university travel website: http://www.finance.usyd.edu.au/travel/policy/travel_policy.pdf
 - For specific travel procedures, please contact Maria Cortes
- **Apply for University Corporate Credit Card (grants > \$5,000)**

For grants totaling more than \$5,000, you are eligible to apply for a Corporate Card, please contact Maria Cortes.
- **Request to purchase**
 - **Computer Equipments**

Contact Stephen Morrison 9351 3094 stephen.morrison@usyd.edu.au
 - **Non-computer Equipments**

Go to http://www.arts.usyd.edu.au/school/sophi/intranet/purchase_request.shtml to submit a "Purchase Request". Contact Pei Cai for assistance



- **Request to draw Casual General Contracts –Research Assistant**
Go to http://www.arts.usyd.edu.au/school/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 Pei Cai 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://www.arts.usyd.edu.au/school/sophi/intranet/invoice_request.shtml to request an Invoice to be raised, and contact Pei Cai for assistance.
- **Deposit a Cheque**
Please bring the Cheque to Pei Cai and advise her purpose of the Cheque and the account code for the deposit.
- **Order Stationary**
Contact Admin team 9351 2862 sophi.enquiries@arts.usyd.edu.au

Contact

Please refer to the finance duties listed below or contact SOPHI Finance on sophi.finance@arts.usyd.edu.au.
Fax 9351 8074 Level 6, Brennan MacCallum Building, A18

SOPHI Finance Team

Cam Pham	Financial planning and budgeting queries, ARC funding & Acquittals 9351 6829 cam.pham@usyd.edu.au
Jing Chen	Account query, Journal, Academics PT Teaching Contracts 9351 2863 jing.chen@usyd.edu.au
Maria Cortes	Spendvision (Corporate Card & Travel) related issues 9351 8675 maria.cortes@usyd.edu.au
Pei Cai	Expense reimbursement, PRSS, PhDRSS claims, Petty Cash, Deposits, Res. Assistant Casual Contract & Claim, Purchasing Orders, Invoice, Request, Photocopy card, corporate card payment 9351 8954 pei.cai@usyd.edu.au