

# PreSS Reimbursement of Expenditure

## Postgraduate Research Student Support (PreSS)

### Payment to

Name:	<input type="text"/>	ID number:	<input type="text"/>
Email:	<input type="text"/>	UPI / project number:	<input type="text"/>
Phone:	<input type="text"/>	Department Code: 9444	

### Bank account details

Bank Account number:

*Only direct research costs that are not specifically covered by other research grants can be covered by PreSS accounts. If in doubt, please email [pressaccounts@auckland.ac.nz](mailto:pressaccounts@auckland.ac.nz) before incurring the expenditure*

### Claim details

Date	Description of goods or services	Account number	Cost NZ\$
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**NZ\$ Total:**

#### Account numbers:

- 312771 International conferences
- 312772 Domestic conferences
- 312773 International field trips
- 312774 Domestic field trips
- 312775 Consumables supplies and services
- 312795 Equipment hire
- 312820 Photocopying and printing

#### Theses and dissertations information:

In exceptional circumstances, doctoral candidates may seek the approval of the Dean of Graduate Studies to spend up to \$750 of PreSS account funding to cover third party editing of the final draft of their thesis.

#### [PreSS Account Policy and Procedures](#)

#### [PreSS Account Guidelines](#)

**Prior approval from SGS required for IT/electronic purchases or childcare.**

For audit purposes a GST invoice or receipt and visa statement showing evidence of payment **must** be attached. For amounts over \$50, a GST registration number and the words 'Tax Invoice' must be displayed on the Invoice. Payments made in foreign currency must have conversion rate on date of payment included.

### Claimant/Authority details

I certify that the particulars of this claim are true and correct and have not been previously claimed.

Name: (Claimant)	<input type="text"/>	Date:	<input type="text"/>	Signature:	<input type="text"/>
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Name: (Supervisor)	<input type="text"/>	Date:	<input type="text"/>	Signature:	<input type="text"/>
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Check before submission:	<input type="checkbox"/> Evidence of bank account included	<input type="checkbox"/> Copy of PreSS account balance included	<input type="checkbox"/> All receipts checked and included	<input type="checkbox"/> Approval from SGS included if relevant
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*A bank account number and a printed copy of a Deposit Slip or Header Bank Statement must be provided with EVERY reimbursement claim, along with all receipts and a copy of your PreSS account balance.*

### Submission

**Please combine all information into one document and email to [revenue-collect@auckland.ac.nz](mailto:revenue-collect@auckland.ac.nz).**