**OVC REIMBURSEMENT FOR GUEST LECTURERS/ TUTORS FORM**

Version date: 23 March 2018

This form is for use by academic staff who are employed to be guest lecturers and/or tutors for the Research Methodology unit or similar units.

Process

1. Payee to complete form and submit to the Research Office for approval.
2. The Research Office will forward the form to the Business Manager for processing.
3. The Business Manager will complete the information on the rates for lectures/tutorials from the Higher Education Industry Academic Staff Award.
4. The Business Manager will request a tax invoice from the academic staff person or a completed TFN form for payment through OVC payroll.

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| --- |
| **Personal details** |
| Name |  |
| Bank account details: If left blank payment will be made using previously supplied details | BSB |  |
| Account Number |  |



\*The reimbursement rate of 66cents/litre is consistent with current ATO Guidelines, and is subject to change. This rate currently applies to all motor vehicle sizes.
See the [ATO website](https://www.ato.gov.au/Individuals/Income-and-deductions/Deductions-you-can-claim/Vehicle-and-travel-expenses/Travel-between-home-and-work-and-between-workplaces/) for definitions of what can be claimed for travel between home and work and between workplaces.

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| --- | --- | --- | --- |
| Applicant signature |  | Date |  |
| Approval by Research Officer |  | Date |  |

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| ***Finance Office use only*** | Date received: |
|  Action by Business Manager: |