



Payment Guide 2025



Invoices



Reimbursement



Item Request

The heart of postgrad life at UniQld.

APS PAYMENT GUIDE

1. INVOICES

What is an Invoice?

An **invoice** is a document that a supplier (e.g. a business) gives you when you've asked them to do something for your event or activity. Think of it as a **bill** that shows:

- What you've asked them to do (e.g. catering, printing, equipment hire)
- How much it costs
- Their business details so we can pay them

Example:

You're hosting a student networking night and want a local café to provide food. You reach out, agree on the menu and cost, and they send you an invoice for the total. That invoice then needs to go through our system to get paid directly to the café.

Details for the Invoice

When requesting an invoice from a supplier, **give them the following details** so they can correctly address it to us:

Association of Postgraduate Students Inc.
Level 3, Building 21A, Union Complex
University of Queensland, St Lucia QLD 4072
postgrad@uqaps.org
ABN 91 734 561 348

✗ If the invoice is addressed to you personally (e.g. your name instead of "Association of Postgraduate Students Inc."), we won't be able to pay it.

Example:

Incorrect: Invoice made out to *Bob Cobb*

Correct: Invoice made out to *Association of Postgraduate Students Inc.*

Use GST-Registered Suppliers

Whenever possible, we **prefer to work with suppliers who are registered for GST**. Why?

- Their invoices are more likely to meet all legal requirements
- They are usually more familiar with formal processes
- It keeps our records and financial reporting clearer and more consistent
- Some businesses aren't registered for GST because they earn under \$75,000 a year — this may mean they're less established.

Tip:

When choosing between two suppliers, ask if they're GST-registered — and go with the one who is, if possible.

How to Submit an Invoice for Payment

1. **Get the invoice from the supplier (must be in English)**

Make sure it has their business name, ABN, bank details, and what the invoice is for.

2. **Submit the invoice online here**

uqaps.org/invoice-payment

Do **not** send invoices via Instagram, email, or direct message — they will get missed.

3. **Wait for review**

A member of the team will check everything looks good.

4. **Payment is made directly to the supplier**

You don't need to transfer any money yourself — we handle it for you!

When Are Invoices Paid?

We process payments **once a week** — on **Wednesdays**. If you submit an invoice after Tuesday, it will not get paid until the following week.

Important Reminders

- Invoices **must** be submitted online.
- No screenshots, no DMs, no email attachments
- Make sure the supplier is not waiting on you.

2. REIMBURSEMENTS

Did you pay for something out-of-pocket for an APS event or activity? You may be eligible for reimbursement!

What Can Be Reimbursed?

You can request reimbursement for expenses related to APS-approved activities, such as:

- Event supplies (e.g., decorations, snacks)
- Printing and promotional materials

Always obtain prior approval before making purchases to ensure eligibility for reimbursement.

Reimbursement Limit: \$250 Maximum

The maximum amount that can be reimbursed is **\$250 per person, per purchase**.

As a student-run, not-for-profit organisation, APS has a responsibility to manage funds fairly across all groups and events. The \$250 limit helps us:

- Encourages prior approval before large purchases
- Make sure no individual is heavily out-of-pocket
- Support as many student initiatives as possible

Tip:

If you need to spend more than \$250, don't pay upfront yourself. Instead, ask the supplier to provide an invoice, or ask an APS staff member to buy on your behalf.

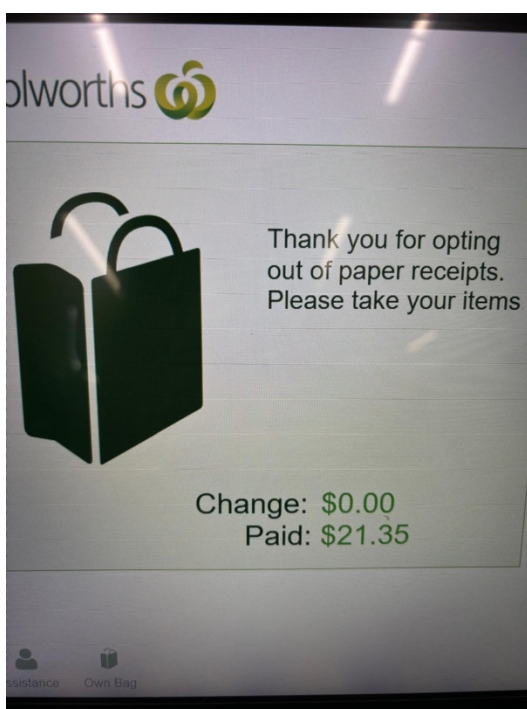
How to Request a Reimbursement

Follow these steps:

1. **Pay for the Expense**
Make the purchase using your own funds.
2. **Keep the Receipt**
Ensure the receipt includes:
 - Place of purchase (e.g., Coles)
 - Transaction date

- Itemised list of items with prices in English
 - Total amount with GST
 - Receipt or transaction number
3. **Fill Out the Reimbursement Form**
Complete the form at: uqaps.org/expenditure
 4. **Submit the Form and Receipt**
Upload a clear image or PDF of your receipt with the form.
 5. **Await Approval and Payment**
Your submission will be reviewed, and upon approval, the reimbursement will be processed.

✗ If you submit a receipt like this, it will be rejected, and you will not receive reimbursement.



✓ If you submit a receipt like this, it will be accepted, and you will receive reimbursement.



3. ITEM PURCHASE REQUEST

What is this form for?

Use the Item Purchase Request Form when you need APS to purchase items for your upcoming event or activity — **instead of paying yourself and being reimbursed.**

This helps:

- Avoid out-of-pocket expenses
- Ensure purchases are made within budget and policy
- Allows enough time before the event to be organised
- Allow APS to process payment directly

Examples of Items You Can Request

- Snacks or drinks for an event
- Decorations or craft materials
- Printing or signage
- Equipment or other event-related supplies

When to Use It

Use this form before your event —at least **7 days in advance** — to give APS time to review and make the purchase for you. Remember to consider shipping times.

How to Fill Out the Form

Go to the form: uqaps.org/purchase-request

You'll need to include:

- **Your contact details** and the event or activity name
- **What you want to buy**, how many, and why it's needed
- **Preferred supplier or store** (include links if possible)
- **Rough total cost**
- **When you need it by**

Upload screenshots, website links, or product pages to help us find the exact items.

CLUB FUNDING FLOWCHART

