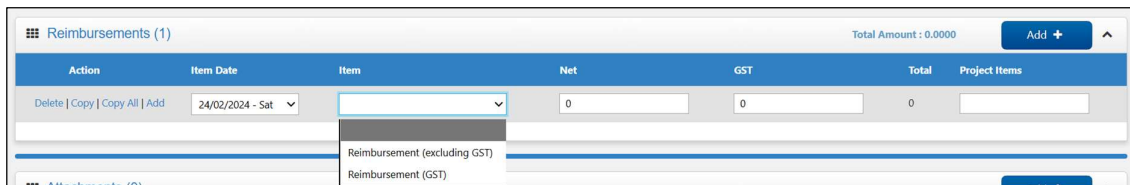


Reimbursement

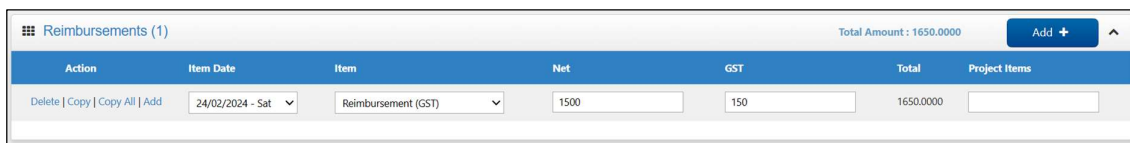
To include an expense claim, add it in the **Reimbursement** section after Additional Items. Enter the item date, and select as below:

- **Reimbursement (GST):** Fill in **Net and GST amounts** – if your receipts have GST amounts.
- **Reimbursement (Excluding GST):** Fill in **Net amounts** only – if your receipts have no GST amounts.

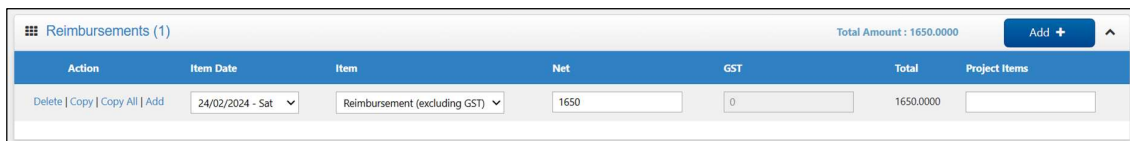
Choose the cost code from the dropdown under the Project Items, if applicable.



Action	Item Date	Item	Net	GST	Total	Project Items
Delete Copy Copy All Add	24/02/2024 - Sat	[Dropdown]	0	0	0	[Dropdown]



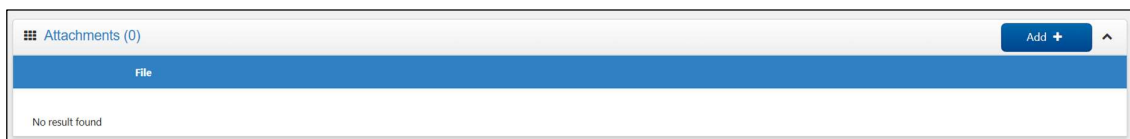
Action	Item Date	Item	Net	GST	Total	Project Items
Delete Copy Copy All Add	24/02/2024 - Sat	Reimbursement (GST)	1500	150	1650.0000	[Dropdown]



Action	Item Date	Item	Net	GST	Total	Project Items
Delete Copy Copy All Add	24/02/2024 - Sat	Reimbursement (excluding GST)	1650	0	1650.0000	[Dropdown]

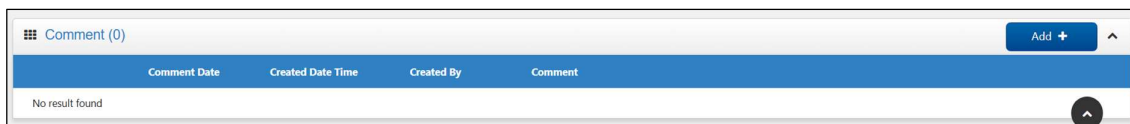
Please ensure to attach the supporting documents such as all receipts, approved claim form for the expense claims, tax invoice (if applicable) by pressing the **Add button** at **Attachment**.

The file size is no more than 5 MB. If you're unable to upload the supporting documents, you may email directly to service team or payroll team (airauspayroll@airswift.com)



File
No result found

If you wish, you can add comments for the timesheet or expense in the **Comments** section below by pressing the **Add button**.



Comment Date	Created Date Time	Created By	Comment
No result found			

Contact for Support:

If you need assistance, please contact:
 Airswift Payroll Team – Australia
 Email: airauspayroll@airswift.com