



AE 644  
Revised 05 Sep 16

## Claim for Reimbursement of Immigration Expenses (Lateral Recruits)

### Privacy statement

This information is being collected by the Pay and Administration Centre Victoria (PAC Victoria) on behalf of the Department of Defence in accordance with the [Privacy Act 1988](#). PAC Victoria contact details are included on this form. The Defence Privacy Officer can be contacted by email at: [defence.privacy@defence.gov.au](mailto:defence.privacy@defence.gov.au).

All information requested on this form is being collected by PAC Victoria for the primary purpose of pay and personnel administration and is reasonably necessary to perform that function. Failure to provide all or some of the information required may result in processing delays which could have a financial impact on the individual.

Information gathered by PAC Victoria may also be supplied to other areas of Defence or disclosed to another agency in accordance with the Defence Privacy Policy, which can be found on the intranet:

<http://drnet.defence.gov.au/People/ComplaintResolution/Pages/Complaints-and-Resolution.aspx>

The Defence Privacy Policy contains information on how an individual may apply for access to their personal information and how an individual may apply to have their personal information amended. The Defence Privacy Policy also contains information for individuals on how to make a privacy complaint to Defence if they consider Defence may have breached the Australian Privacy Principles (APPs).

### Instructions

Fields marked with \* are mandatory, and must be completed before signing or submission.

When applying for reimbursement of immigration expenses, you must ensure that all invoices are accompanied by receipts or other clear proof of payment.

**Note:** We cannot reimburse any costs without a receipt showing payment amount and date paid.

Only costs of immigration that are directly associated with you or your dependants obtaining a Visa in order to immigrate to Australia are reimbursable by the Overseas Administration Team (OAT). Reimbursement of any other costs incurred is to be discussed with your Unit.

**Note:** Bank and credit card fees and charges are not reimbursable.

All invoices and receipts listed below must be in date paid order.

### Part A - Member's details

Employee ID *	Roman number *	Service *	Rank *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Family name *	Given name(s) *	Unit or section *	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Phone number (Daytime contact) *	Mobile number	Email address *	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

### Part B - Claim details

Date paid	Currency	Amount	Description of cost	Invoice attached	Receipt attached
				<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

