

HOW TO SUBMIT AN EXPENSE ACQUITTAL

STEP ONE:

Responsible staff members must log into the Kids Under Cover portal.

STEP TWO:

An expense acquittal must be submitted for all **approved** scholarship applications. First, click the arrow symbol of the appropriate young person then click the **acquittals** button.

My Active Scholarship Applications					
APPLICATION ID	APPLICANT	LOCATION	STATUS	DATE SUBMITTED	
DHHS2020004	Cooper Cooper		Approved	30/04/2019	▼
KUC2019061	Sam Smith		Not Approved		Acquittals
KUC2019062	Samantha Smith		In Progress		Change of Circumstance

STEP THREE:

Click the **new** button and select the type of expense category, then click **save & next**.

The Ken & Lenka Morgan Scholarship

The Ken & Lenka Morgan Scholarship is a one-off scholarship for young people living in the main household where a studio is located. This scholarship is valued at \$5,000 and can be used for...

ACQUITTAL INFORMATION

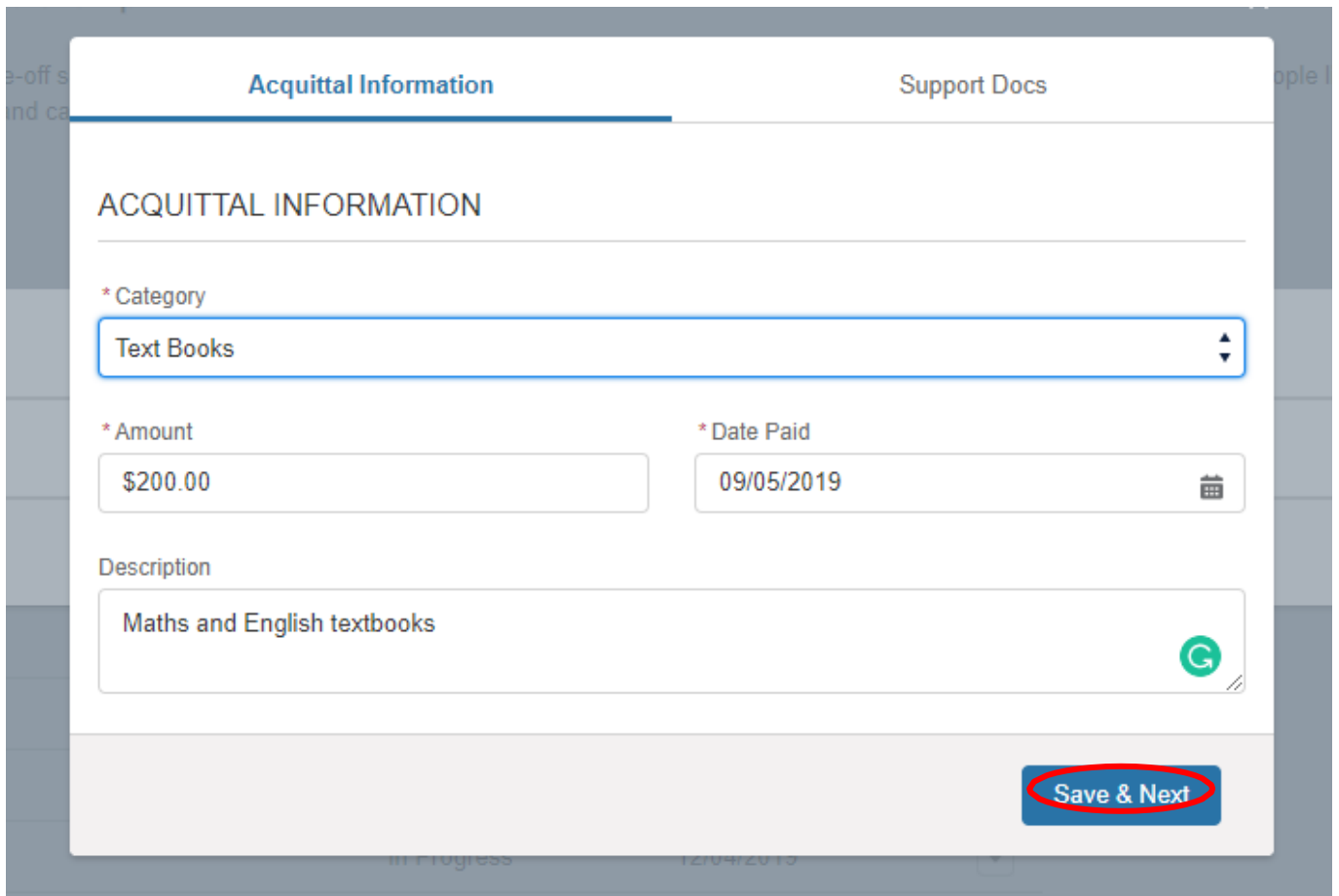
* Category

- None --
- Course Fees
- Uniform or Course Related Clothing
- Text Books
- Stationary
- Course Related Equipment
- Laptop / Desktop Computer
- Other Computer Related Equipment
- Transportation
- Excursions
- Other

Save & Next

STEP FOUR:

Fill in all relative fields, then click **save & next**.



The screenshot shows a web form titled "Acquittal Information" with a "Support Docs" tab. The form contains the following fields:

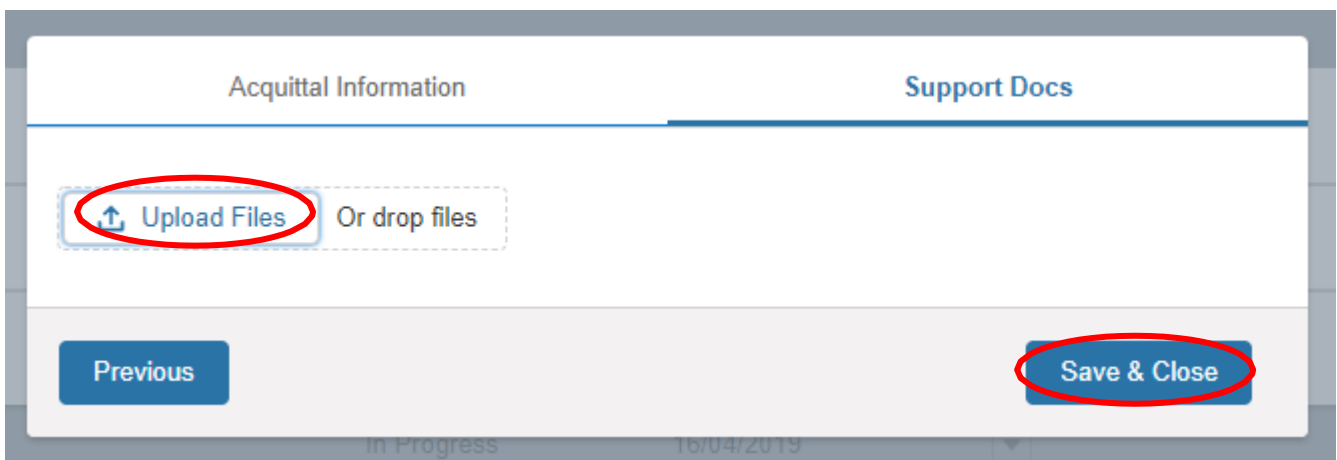
- * Category:** A dropdown menu with "Text Books" selected.
- * Amount:** A text input field containing "\$200.00".
- * Date Paid:** A date picker field containing "09/05/2019".
- Description:** A text area containing "Maths and English textbooks".

At the bottom right of the form, a blue button labeled "Save & Next" is circled in red.

STEP FIVE:

Click the **upload files** button, select appropriate files, then click **save & close**.

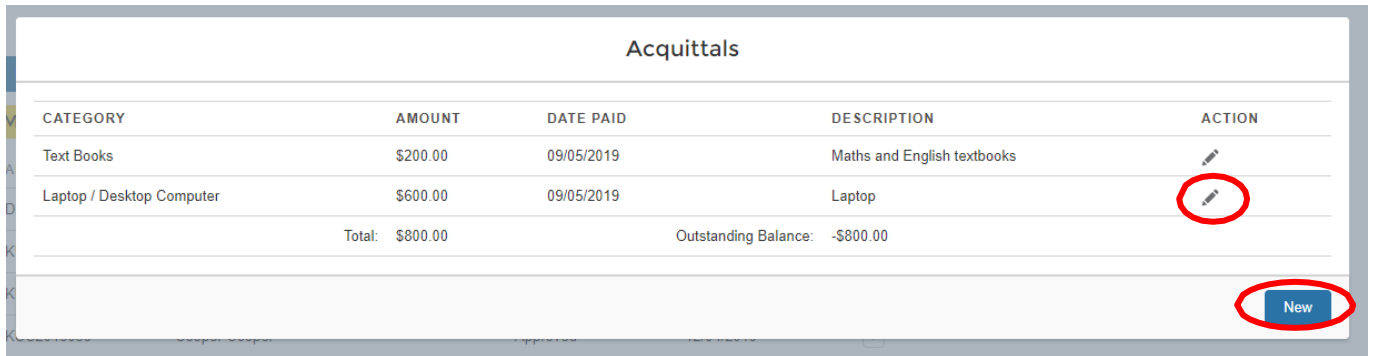
Please note: If you are submitting an invoice with multiple payments on it, you are only required to upload this once.





The screenshot shows the "Support Docs" tab of the form. It features an "Upload Files" button with an upward arrow icon, followed by the text "Or drop files". Below this, there are two buttons: "Previous" on the left and "Save & Close" on the right. Both the "Upload Files" button and the "Save & Close" button are circled in red.

STEP SIX:

After submitting an acquittal, you're able edit it by clicking the pencil symbol. To create a new acquittal, click the **new** button.



Acquittals				
CATEGORY	AMOUNT	DATE PAID	DESCRIPTION	ACTION
Text Books	\$200.00	09/05/2019	Maths and English textbooks	
Laptop / Desktop Computer	\$600.00	09/05/2019	Laptop	
Total: \$800.00		Outstanding Balance: -\$800.00		

[New](#)

QUERIES

Please contact the Kids Under Cover Scholarship team via email at scholarship@kuc.org.au or by phone on (03) 94 9 7444 with any queries or for more information.