

Expense Acquittal Instructions

This document provides information for staff members who are responsible for administering a DFFH Student Scholarship

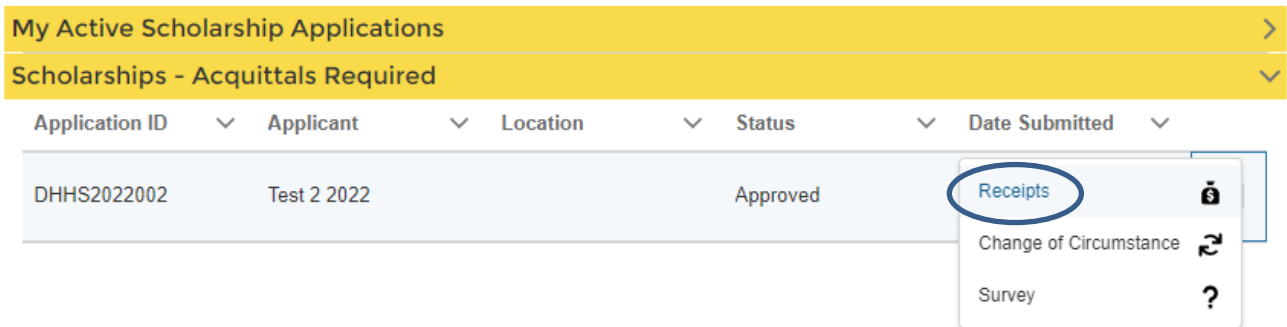
HOW TO SUBMIT AN EXPENSE ACQUITTAL

STEP ONE:

Responsible staff members must log into the Kids Under Cover portal via <https://kuc.force.com/portal/s/login/>. Please note that your username is the email address that you registered with.

STEP TWO:

Navigate to the Scholarships Tab to find your active applications. 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.



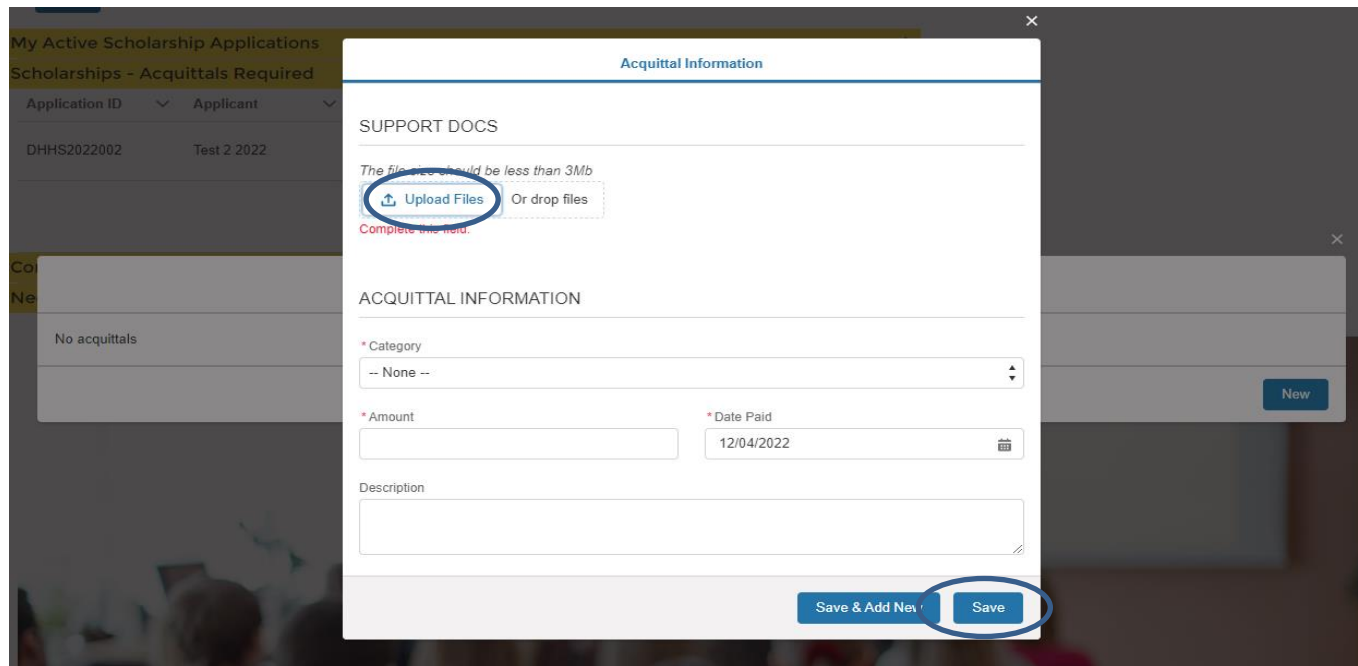
Application ID	Applicant	Location	Status	Date Submitted
DHHS2022002	Test 2 2022		Approved	

The screenshot shows a table with columns: Application ID, Applicant, Location, Status, and Date Submitted. A row is highlighted with Application ID 'DHHS2022002', Applicant 'Test 2 2022', and Status 'Approved'. A dropdown menu is open for this row, with 'Receipts' circled in blue. Other options in the menu are 'Change of Circumstance' and 'Survey'.

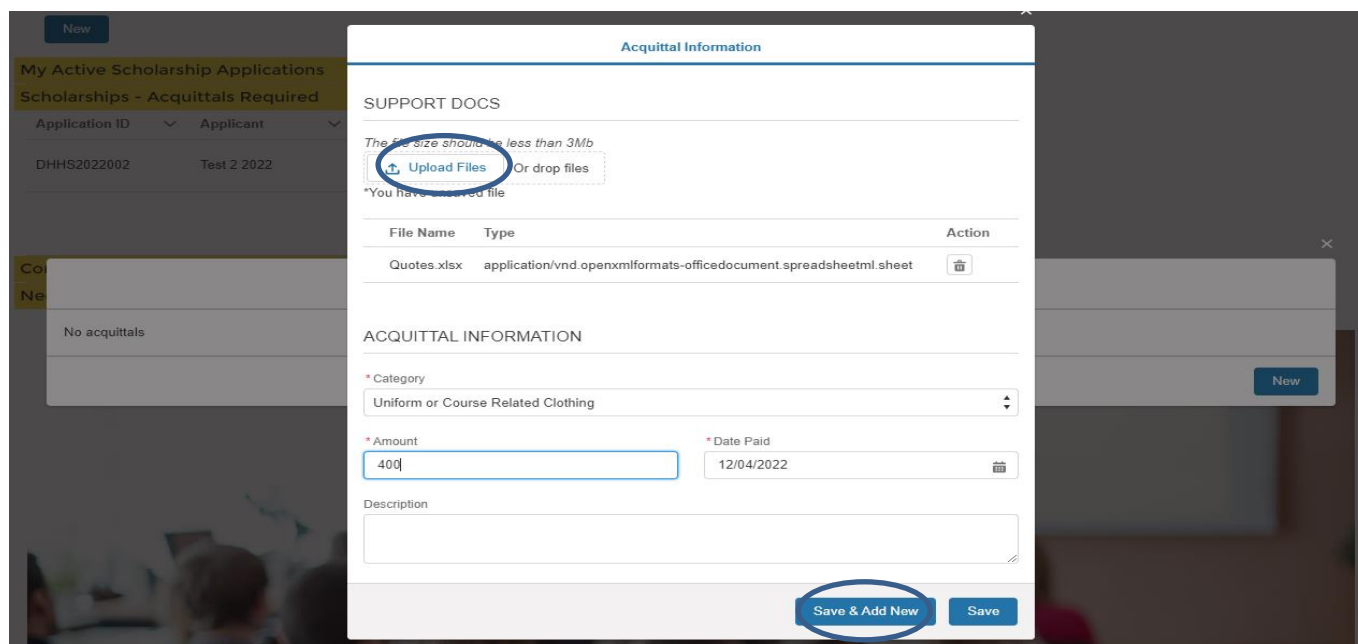
STEP THREE:

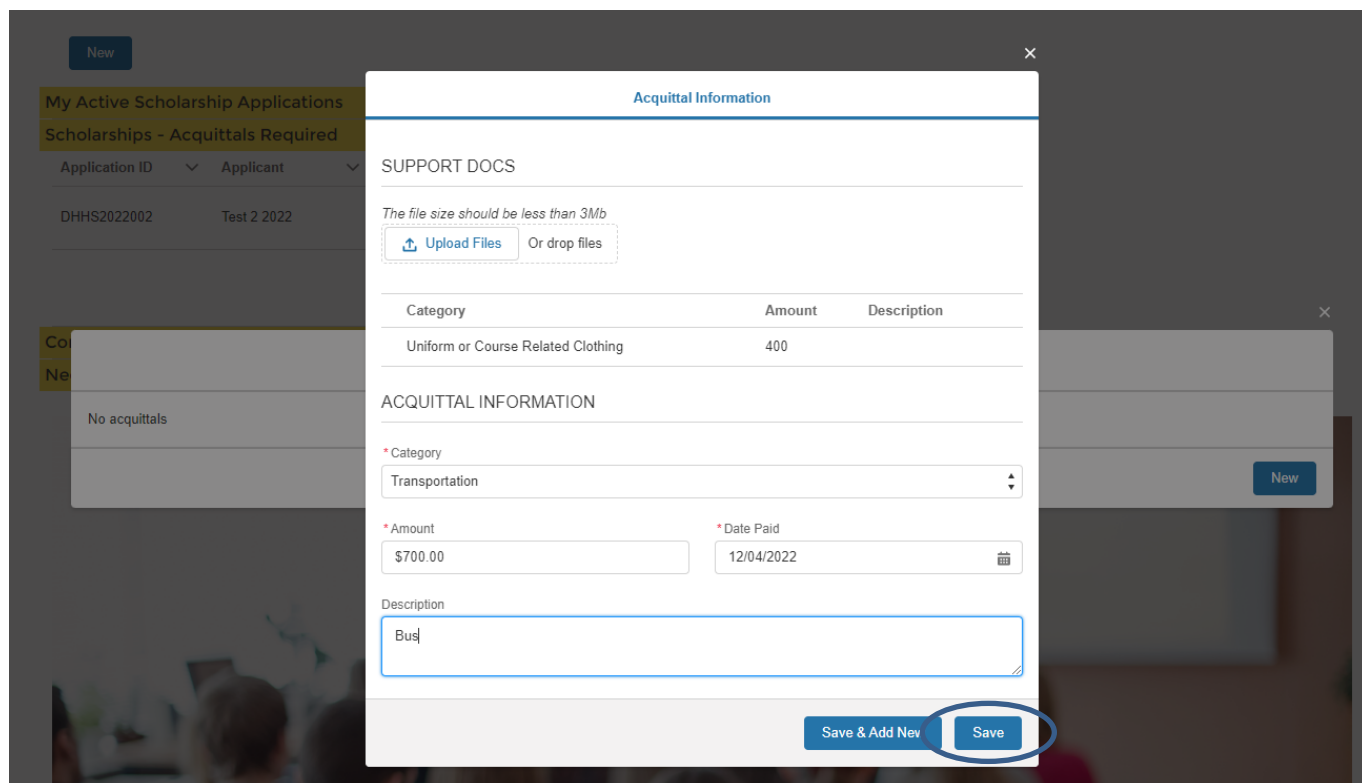
When uploading your acquittal information, you may either upload the student’s financial statement or individual receipts related to their scholarship.

If you are uploading a **single receipt**, upload the relevant receipt and describe the expenditure. One finished click **save**.



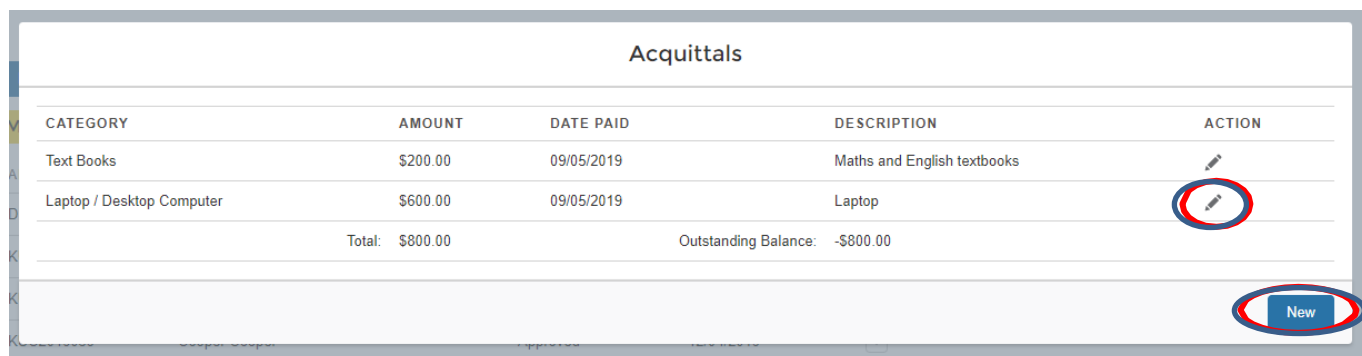
If you are uploading a student statement that contains multiple receipts/expenditure, upload the relevant statement and describe one expenditure and its amount then click Save & Add New. On the next page describe the next expenditure until you have





STEP FOUR:

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



QUERIES

Please contact the Kids Under Cover Scholarship team via email at scholarship@kuc.org.au or by phone on (03) 9429 7444 with any queries or for more information.