# **Appendix 1 – Fraud reporting register template**

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| **FRAUD REGISTER** |
| Reference number (if applicable) | Business unit / Division | Date of suspected fraud | Fraud incident description(who, what, when, where, how) | Investigation summary | Status | Outcome |
|  | Directorate | 31/03/20XX | XX claimed for a cash reimbursement payment with receipts. Payment of $XXX was made to the XX. | 31/03/20XX - Investigation commenced 7/04/20XX - Investigation recommendations presented 31/03/20XX - Investigation commenced 14/04/20XX - Brief to Vice Chancellor progressed for approval to refer to QPS | Ongoing | Referred to QPS |
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