

Adelaide Graduate Centre

**CLAIM FOR REIMBURSEMENT OF TRAVEL  
AND/OR RELOCATION COSTS**

Name:..... Empl ID:.....

Address:.....

.....

Contact Telephone Number: .....

Email Address: .....

Name of Scholarship: .....

\*\*\*\*\*

**TRAVEL:**

Details of Travel by Air/Train/Bus (Please provide original proof of purchase of tickets)

Number of Adults travelling:.....

Number of Children travelling: .....

Details of Travel by Car: (Please provide receipts for petrol)

If no receipts available, you are required to submit a **Statutory Declaration** signed by a Justice of the Peace, providing the following details:

- Date of Departure
- Departure from
- Date of Arrival
- Km Travelled
- Car Type
- Engine Size
- Number of Adults/Children travelling
- Estimated Cost of Petrol

**RELOCATION:**

Please provide original documentation relating to payment of removalists expenses (unpaid invoices cannot be processed):

Number of Adults relocating: .....

Number of Children relocating: .....

Signed: ..... Date: .....

Please lodge this form with required documentation to:  
Adelaide Graduate Centre  
Level 6, 115 Grenfell Street  
Adelaide SA 5000