

Return the completed form and receipts to the

Adelaide Graduate Research School
research.scholarships@adelaide.edu.au



THE UNIVERSITY
of ADELAIDE

Division of Research and Innovation

Publication Reimbursement Allowance Claim Form (Incorporating the Thesis Production Allowance)

SCHOLARSHIP: _____

Please read before completing your form to establish eligibility

Not all scholarships provide this allowance. Please check your *Conditions of Award* or *Scholarship Offer Letter* to confirm eligibility before completing this application.

Following (1) submission of the thesis for examination, or (2) acceptance of an academic paper for publishing, a claim for reimbursement of costs can be made, supported by receipts of expenditure.

The following expenses may qualify for reimbursement:

PUBLICATION: the fee for submitting an academic paper for publishing. Reimbursement can only be claimed after the publisher approves the paper for publication with no further amendment.

THESIS EDITING: Editing expenses can only be reimbursed if undertaken by a professional editor with an ABN and upon provision of a receipt. Further information is available [online](#). Reimbursement can only be claimed after the thesis is submitted for examination.

THESIS PRODUCTION: the cost of consumables (i.e. paper, ink) and the printing and binding of your hard copy thesis for examination. Your claim may not include a charge for labour if you have done your own typing, nor for the purchase of equipment such as an external hard drive, computer, or postage / taxi fare / bus fare for delivery of thesis. Reimbursement can only be claimed after the thesis is submitted for examination.

Claims should be lodged with the Adelaide Graduate Research School within 6 months of date of initial thesis submission.

The maximum amount that can be claimed for all of the abovementioned costs is capped at \$840 for Doctoral candidates, and \$420 for Master by Research candidates, or as listed in your Scholarship Offer Letter. Multiple claims can be submitted, up to the aforementioned maximum value.

The allowance is not assessable income for taxation purposes.

If approved, reimbursement will only be processed on provision of invoices AND receipts (not unpaid invoices) in the name of the person lodging the claim. Payment will only be made by EFT into your nominated Australian Bank Account in your name.

** You are required to log on to [Staff Services Online](#) to update/confirm your banking details.

**Should you no longer have University email access you will need download a *Banking Authority Form* from <https://www.adelaide.edu.au/finance/docs/forms/studforms/banking-authority-form.docx> and submit this with your claim.

Personal Details

Surname			
Given Name(s)			
Student ID			
Bank details updated (date)**	<input type="radio"/> Online	<input type="radio"/> Attached	Date:
E-mail			
School or Discipline			
Degree	<input type="radio"/> PhD	<input type="radio"/> Master	
Date of Thesis Submission	<input type="radio"/> First	<input type="radio"/> Final	<input type="radio"/> N/A

Summary / Checklist of Claim for Which Receipts are Attached

If approved, reimbursement will only be processed on provision of invoices AND receipts (not unpaid invoices) in the name of the person lodging the claim. Payment will be made by EFT.

Receipts from the service provider must showing the cost incurred by the award holder, the date on which the receipt was issued, and the service for which the claim is being made.

If the documentation submitted for your claim is in a foreign currency, you will also need to provide a copy of the bank statement showing the rate charged on the date the transaction occurred. This is in addition to any invoices and receipts. If you are unable to provide the bank statement which shows the transaction, Adelaide Graduate Research School staff will calculate the currency conversion via <https://www.xe.com/currencyconverter/> based on the rates that apply **on the day the claim is processed.** **

Expense Type	** Foreign Currency ()	Australian Currency (AUD)	Receipt Provided?	OFFICE USE ONLY
Academic Publication		\$	Please attach proof of payment relating to submission of publication AND proof of acceptance of publication. Please note, reimbursement will not be paid without proof of acceptance of publication.	
Thesis Reproduction (printing / binding)		\$		
Editing		\$		
TOTAL		\$		

Payment will only be made by EFT.

Please ensure you have updated / confirmed your bank details as requested on page 1 of claim form**

If Costs Covered by Your School/Discipline

(Please request your School/Discipline attach an itemised account of costs incurred including project code to be credited)

I authorise the amount of \$_____ to be transferred directly to the School/Discipline of _____

to reimburse the cost of the allowance, as per attached account.

Cost Centre _____ Project code _____

Signed (School Representative): _____ Printed name: _____

Student Declaration

I confirm that the information provided on this form is correct and that I have not received financial assistance from another source for any of the items claimed above. I hereby give The University of Adelaide authority to credit all monies due to me to the account details provided to the University. This authority is to remain in effect until cancelled in writing.

Sign here

Date

Further Information

Ph: (08) 8313 5882

Email: research.scholarships@adelaide.edu.au