



Relocation and/or Travel Allowance Claim Form

Division of Research and Innovation

SCHOLARSHIP: _____

Please read before completing your form to establish eligibility

- Please note that not all scholarships provide a relocation and/or travel allowance. Please check your *Conditions of Award* or *Scholarship Offer Letter* to confirm eligibility before completing this application.
- An award holder who relocates to metropolitan Adelaide to commence their scholarship may be entitled to receive reimbursement of relocation and travel expenses.
- Value: Please refer to the Conditions of Award in place at the time of your offer (Included with your Offer letter) for maximum amount of reimbursement
- Exclusions: Reimbursement does not include accommodation, food/meals, incidentals, airport pickup fees, visa application fees or other associated expenses.
- Supporting documentation must include a **detailed itinerary** of all travel including all passenger names and the departure and destination locations (for incoming travel only). If approved, reimbursement will only be processed on provision of **invoices AND receipts** (not unpaid invoices) in the name of the scholarship holder.
- In addition, if you are claiming travel expenses for person(s) other than the scholarship holder:
 - Domestic Students: please provide a photocopy of the passport (for adults) and a Medicare card (covering all children).
 - International Students: please provide a photocopy of the passport for each additional person. The person(s) must match the names of those provided in your academic program acceptance documentation.
 - If you are unable to provide such documentation then you are required to attach a **Statutory Declaration** confirming relationship of additional persons named on the claim. Statutory Declarations are available from <https://www.ag.gov.au/legal-system/publications/commonwealth-statutory-declaration-form>.
- Claims should be lodged (with all required documents) at the Adelaide Graduate Research School within 3 months of arrival in Adelaide and after your enrolment is confirmed.
- Payment will only be made by EFT into your nominated Australian Bank Account in your name after your enrolment is confirmed.

PERSONAL DETAILS

Scholarship Holder Name:		
Student ID:		
Email Address:		
Adelaide Residential Address:		
Dates of Travel:	From: _____	To: _____
Point of Departure:	From: _____	To: ADELAIDE

TRAVEL / RELOCATION EXPENSE DETAILS

- Please ensure any fuel/tax invoice receipts provided clearly indicate purchase of fuel.

*** 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 amount in AUD, 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.

		* Foreign Currency ()	Australian Currency (AUD)	Total (AUD)	Office Use Only
Airlines/ Bus/ Train	Self		\$	\$	\$
	Adult 2		\$	\$	\$
	Dependents		\$	\$	\$
Car Travel	Fuel Costs		\$	\$	\$
Vehicle Hire			\$	\$	\$
Removal Expenses No of Adults: _____ No of Children: _____			\$	\$	\$
TOTAL CLAIMED			\$	\$	\$

CHECKLIST

- ☐ Completed Relocation and/or Travel Allowance Claim Form
- ☐ Invoices AND receipts - (not unpaid invoices) In English
- ☐ Details of bank transaction (for any foreign currency amounts)
- ☐ Travel Itinerary

Any dependents?

- ☐ Passports (International)
- ☐ Medicare Card (Domestic)
- ☐ **OR** Completed [Statutory Declaration](#)

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 specified above. This authority is to remain in effect until cancelled in writing.

Scholarship Holder's Name

Signature

Date

Further Information

Ph: (08) 8313 5882

Email: research.scholarships@adelaide.edu.au