

Return the completed form to the

Adelaide Graduate Centre

Level 2, Schulz Building

The University of Adelaide SA 5005

AUSTRALIA

scholarships@adelaide.edu.au



THE UNIVERSITY
of ADELAIDE

Division of Research and Innovation

Publication Reimbursement Allowance Claim Form

(Incorporating the Thesis Production Allowance)

For students whose scholarship commenced from 1 January 2019

SCHOLARSHIP: _____

Please read before completing your form to establish eligibility

- Please note that not all scholarships provide this allowance. Please check your Conditions of Award before completing this application.
- Following (1) submission of the thesis, or (2) acceptance of an academic paper for publishing, a claim for reimbursement of costs can be made, supported by receipts of expenditure.
- The maximum amount that can be claimed for all of the abovementioned costs is capped at AUD\$840 for Doctoral candidates, and AUD\$420 for Master by Research candidates. Multiple claims can be submitted, up to the aforementioned maximum value.
- 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 PRODUCTION: the cost of consumables (i.e. paper, ink, one USB) and / or 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 or for the purchase of equipment such as an external hard drive, computer, or postage / taxi fare/ bus fare for delivery of thesis.
 - EDITING: Editing expenses can only be reimbursed if undertaken by a professional editor with an ABN and upon provision of a receipt. Reimbursement can only be claimed after the thesis is submitted for examination.
- Claims should be lodged with the Adelaide Graduate Centre within 12 months of date of initial thesis submission.
- The allowance is not assessable income for taxation purposes.
- If approved, reimbursement will only be processed on provision of receipts (not unpaid invoices) in the name of the person lodging the claim. Payment will be made by EFT.
- **You will need to log on to <https://adelaide.edu.au/finance/updatebank> - to update/confirm your banking details.
- Should you no longer have University email access you will need download a bank authority form from <https://www.adelaide.edu.au/finance/docs/forms/studforms/banking-authority-form.docx> and submit with your claim

Personal Details

Surname	
Given Name(s)	
Student ID	
Bank details updated (date)**	<input type="radio"/> Online <input type="radio"/> Attached Date:
Telephone	
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 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.

Expense Type	Claim Amount	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	\$		
USB for thesis submission	\$		
Other (please specify)	\$		
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.**

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

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 _____

www.adelaide.edu.au/graduatecentre/scholarships

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

Further Information

Ph: (08) 8313 5882

Fax: (08) 8313 5725

Email: scholarships@adelaide.edu.au