

Return the completed form IN PERSON to the

Adelaide Graduate Centre  
Level 2, Schulz Building  
The University of Adelaide  
SA 5005  
AUSTRALIA



THE UNIVERSITY  
of ADELAIDE

# 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 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 of up to maximum of AUD\$1,000 per adult (max 2 adults) and maximum of up to AUD\$500 per child. Exclusions: Reimbursement does not include accommodation, food/meals, incidentals, airport pickup fees or visa application fees or 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 **original 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). Originals will need to be brought to the Adelaide Graduate Centre for verification purposes when you submit your claim.
  - 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. Original documents will need to be brought to the Adelaide Graduate Centre for verification purposes when you submit your claim.
  - If you are unable to provide such documentation then you are required to attach a Statutory Declaration confirming relationship of additional persons named on claim. Statutory Declarations are available from Australia Post and some newsagency outlets.
- Payment will only be made by EFT into your nominated Australian Bank Account. Please download and complete the **Banking Authority (NON-STAFF)** form: <http://www.adelaide.edu.au/finance/docs/forms/studforms/banking-authority-form.docx> and attach it to this form.
- Claims should be lodged **in person** (with original documents) at the Adelaide Graduate Centre within 3 months of arrival in Adelaide.

## PERSONAL DETAILS

Scholarship Holder Name:	
Empl ID:	
Email Address:	
Adelaide Residential Address:	
Phone Contact:	

Dates of Travel:	From:	To:
Point of Departure:	From:	To:

## 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 please complete the first column only. Adelaide Graduate Centre 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
Airmiles/ Bus/ Train	Self		\$	\$	\$
	Adult 2		\$	\$	\$
	Dependants		\$	\$	\$
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
- ☐ Original Receipts (not invoices)
- ☐ Travel Itinerary
- ☐ Banking Authority (NON-STAFF) Form

Any dependents?

- ☐ Passports
- ☐ Medicare Card (Domestic)
- ☐ **OR** Completed Statutory Declaration

Originals will need to be brought to the Adelaide Graduate Centre for certification / verification purposes when you submit your claim.

## 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

[www.adelaide.edu.au/graduatecentre/scholarships](http://www.adelaide.edu.au/graduatecentre/scholarships)

Further Information

**Ph:** (08) 8313 5882

**Fax:** (08) 8313 5725

**Email:** [scholarships@adelaide.edu.au](mailto:scholarships@adelaide.edu.au)