

Return the completed form 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 the Deputy Vice-Chancellor and Vice-President
(Research)

SCHOLARSHIP: _____

An award holder who relocates to metropolitan Adelaide to commence their scholarship is entitled to receive, upon the production of original tax receipts, relocation and travel expenses of:

- Relocation/ Removal AND Travel expenses of up to maximum of \$1,000 per adult (max 2 adults) and maximum of up to \$500 per child
- Reimbursement does not include accommodation, food/meals, or incidentals

Please forward completed form and original tax receipts to the Adelaide Graduate Centre

PERSONAL DETAILS

Full Name:	
Empl ID No:	
E-mail address:	
Phone Contact:	

South Australia Address:	
City:	
State:	
Postcode:	

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

TRAVEL/ RELOCATION EXPENSE DETAILS

(Please attach all original relevant receipts. Please ensure any fuel/ tax invoice receipts provided clearly indicate purchase of fuel)

		Excl GST	GST	Total	Office Use Only
Airmfares/ Bus/ Train	Self	\$	\$	\$	\$
	Adult 2	\$	\$	\$	\$
	Dependants	\$	\$	\$	\$
Car Travel	Fuel Costs	\$	\$	\$	\$
Vehicle Hire					
Removal Expenses		\$	\$	\$	\$
No of Adults: _____					
No of Children: _____					
TOTAL CLAIMED		\$	\$	\$	\$

If you are claiming expenses for more than one person, please 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

Please download and complete the Banking Authority (NON-STAFF) form from:

<http://www.adelaide.edu.au/finance/docs/forms/studforms/banking-authority-form.docx> and attach it to this form with your receipts.

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.

Student's name

Signature here

Date

www.adelaide.edu.au/graduatecentre/scholarships

Further Information

Ph: (08) 8313 5882

Fax: (08) 8313 5725

Email: scholarships@adelaide.edu.au