



# Division of Research and Innovation

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

SCHOLARSHIP: \_\_\_\_\_

\_\_\_\_\_

Not all scholarships provide an allowance. Please check your

hard drive, computer, or postage / taxi / bus fare for delivery of the 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 thesis submission.

The maximum amount that can be claimed for all the abovementioned costs is capped at \$240 for Doctoral candidates, and \$420 for Master by Research candidates, as listed in your Scholarship Offer Letter. Multiple claims can be submitted to the aforementioned maximum value.

The allowance is not assessable income for taxation purposes.

If approved, reimbursement will only be processed on provision of receipts (not unpaid invoices) AND 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 and sign a Bank Authority Form from <https://www.adelaide.edu.au/finance/docs/forms/studforms/bankingform.docx> and submit this with your claim.

### Personal Details

Surname	
Given Name(s)	

## 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