



Travel and Removal Claim for Scholarship Holders

Reimbursement will be made only on submission of your ticket and original receipts to GRO by email and will normally be processed within 21 days of submission of a complete claim.

Personal Details

University ID:

Family name:

Given names:

Scholarship name/s:

College:

Commencement date:

Travel Details

Travel and/or transit to Canberra from:

Total amount paid for travel and removal (you must provide ALL receipts and currency details):

The amount listed above is travel for the following number of people: Adults Children

I understand that I must provide the following to support my claim. Documents should be sent by email to HDR.Candidature@anu.edu.au

- Passport (for additional travellers only)
- Original receipts
- Flight/Travel Itinerary
- Consignment details (if applicable)
- Original marriage certificate (if applicable) and Children's birth certificate (if applicable)
- **An itemised listing on page 2 of this form.**

Note that any documents not in English MUST be accompanied by and official translation.

Payments will be made to your bank account as listed in ISIS. Please ensure that these are up to date and correct prior to submitting this form.

I certify that the information supplied by me is complete and correct.

Signature

Date

Itemised List of Travel and Removal Claims

Travel Item (attach additional pages if required)

Cost of Item

Total

Removal Item (attach additional pages if required)

Total

Office Use

Reimbursement amount:

Voucher No:

Budget code:

Initial/Date: