

## Travel and Removal Expense Claims for Scholarship Holders

### Information Sheet

ANU Scholarship holders may be entitled to claim for travel and relocation costs. Refer to your Conditions of Award for details.

Upon enrolment at the Australian National University you can lodge your reimbursement claim/s at Student Central located at 121 Marcus Clarke Street (entry via Childers Street).

Please note that all documentation must be provided in English or be accompanied by a certified English translation.

Reimbursement of travel and removal expenses will only be made after your enrolment at the Australian National University and upon **production of original documentation**.

Reimbursements will be made directly into your bank account. Please ensure that you have updated your Australian bank account details on ISIS.

#### For Travel expenses:

The following documentation is required for processing purposes:

- Your receipt of payment. For air travel attached a copy of your e-ticket as this is the official taxation receipt. **ALL** receipts must include details of the organisation and if **the receipt is from an Australian organisation, the ABN details must be included**.
- Your travel itinerary

#### For Removal expenses:

The following documentation is required for processing purposes:

- Your receipt of payment. **ALL** receipts must include details of the organisation and if **the receipt is from an Australian organisation, the ABN details must be included**.

#### For both Removal and Travel expenses:

If you are travelling with your spouse/partner and/or dependents you will also need to provide:

- Passports of additional travellers
- Original Marriage certificate
- Children's Birth certificate(s)

## Travel Claim for Scholarship Holders

- Reimbursement will be made **only on production of your ticket and original receipts** to Student Central.
- Reimbursements will normally be processed within 21 days of receipt of a completed claim form.

Personal Details:

Family name	<input type="text"/>	University ID	<input type="text" value="U"/>	<input type="text"/>
Given names	<input type="text"/>	College	<input type="text"/>	
Scholarship you have been awarded	<input type="text"/>			
Date of enrolment	<input type="text"/>			
Travel from	<input type="text"/>	Travel to	<input type="text"/>	

Amount paid for travel (you must supply **ALL** receipts and provide currency details).  
**Please also complete an itemised list on page 4 of this form.**

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

 Adult(s)  Child(ren)

Attachments Required:      Passport (for additional travellers only)

Original receipts (see page 1)

Flight/Travel Itinerary

Children's birth certificate (if applicable)

Original marriage certificate (if applicable)

**Payments cannot be made unless your bank details are provided on 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

### Office Use Only

Amount to be reimbursed (AUD): \$

Voucher No:

HR/Finance Officer Approved:

Budget Code:

Authorised:

Date:



### Removal Expense Claim for Scholarship Holders

- Reimbursement will be made **only on production of your ticket and original receipts** to Student Central.
- Reimbursements will normally be processed within 21 days of receipt of a completed claim form.

Personal Details:

Family name  University ID

Given names  College

Scholarship you have been awarded

Date of enrolment

Transport Company Name (e.g. DHL)

Transit from  Transit to

Amount paid for removal (you must supply **ALL** receipts and provide currency details). **Please also complete an itemised list on page 4 of this form.**

- Attachments Required:
- Original receipts (see page 1)
  - Original marriage certificate (if applicable)
  - Consignment details
  - Children's birth certificate (if applicable)

**Payments cannot be made unless your bank details are provided on 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

#### Office Use Only

Amount to be reimbursed (AUD): \$  Voucher No:

HR/Finance Officer Approved:  Budget Code:

Authorised:  Date:



### Itemised List of Travel and Removal Claims

**Travel Claims:** (Please attach additional pages if required)

Item:	Cost of item:
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
<b>Total Travel Claim:</b>	<input style="width: 100%; height: 20px;" type="text"/>

**Removal Claims:** (Please attach additional pages if required)

Item:	Cost of item:
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
<b>Total Removal Claim:</b>	<input style="width: 100%; height: 20px;" type="text"/>