

Consumables and Fieldwork Expense Application

Higher Degree by Research Students (*Optional*)

Please refer to the document outlining *Essential Facilities for Higher Degree by Research Students* before completing this form.

Please print using black or dark blue pen in the spaces provided.

The personal information collected on this form will be used by Curtin University for the sole purpose of providing requested and related services. Full privacy statement available at <http://global.curtin.edu.au/legal/privacy.cfm>.

Part 1: Students must complete this section

Student ID Number Title Mr Ms Other _____

If you are a Curtin Sarawak student, please also provide your Sarawak ID Number

Surname / Family Name

Given Names

Postal Address

Enrolling Area

Faculty

Home Phone

Work Phone

Mobile

E-Mail Address

Supervisor

Date Candidacy Achieved*

***Only use this form if you achieved candidacy before 1st July 2015.**

(DD/MM/YY)

Course Start Date

Must Complete By Date

(DD/MM/YY)

(DD/MM/YY)

Program

Doctoral

Master's (by Research)

Mode of Study

Full-time

Part-time

Information

The document outlining *Essential Facilities for Higher Degree by Research Students* highlights the types of support higher degree by research students (HDR) receive. Some facilities are delivered at University level, some at Faculty level, and others at Enrolling Area level. The document indicates that each full-time student shall receive the equivalent of \$2,000 per year for laboratory based (high cost) research and \$1,400 per year for non-laboratory based (low cost) research, including consumables such as photocopying, telephone, facsimile, printing, etc.

The total consumables cost debited by the Enrolling Area should be calculated annually and each student informed by 31 March each year. Students are eligible to make claims against the remainder of the allowance through their Enrolling Area. The University Graduate Studies Committee is responsible for overseeing the Consumables and Fieldwork Support scheme and shall receive annual reports on expenditure from each Faculty.

What can I apply for?

- Allowed consumable items are indicated on this form. The cost of equipment (e.g., computers, cameras, etc.), furniture and the like are normally excluded.
- You can apply for costs related to your fieldwork.
- You can apply for travel and associated costs related to conference attendance (in addition to the standard \$2,500 Support for Conference Attendance for Doctoral students).
- Your annual allowance shall be "rolled over" from one year to the next, but you cannot normally make advance claims on a future year's allowance. Advance claims shall only be considered in exceptional circumstances. Receipts more than a year old will not be considered; nor will applications for costs exceeding allowances, though part payment is possible.
- Allowances for off-campus students may be used to cover costs of travel by the student to meet the Supervisor on campus, or the Supervisor to travel to meet the student elsewhere.

When can I apply?

You can apply for reimbursement only after you have achieved Candidacy. Applications that do not indicate date of candidacy will not be considered.

How do I apply?

- Applications are considered only when this form has been fully completed.
- Applications for remuneration of allowed expenses must total more than \$100, and a receipt must be provided for each expense claimed. (Note: there may be a time lag between submission of the application and reimbursement.)
- Applications for items costing more than \$100 may be made by invoice for the proposed expense.
- You must consult with your Supervisor regarding claims in order to manage the allowance productively. For example, application for a conference early in your program may not be productive. Your Supervisor must "sign-off" on each claim.
- You must affirm that all expenses claimed are related to your research.
- The Postgraduate Coordinator (or appropriate alternate) in your Enrolling Area must approve each claim.
- Once you fully complete this form and obtain needed signatures/approvals, you submit it with accompanying receipts/invoices to the administrator in your Enrolling Area responsible for processing.
- This form is available online at <http://research.curtin.edu.au/postgraduate-research/current-research-students/student-forms/>.

Part 2: Students must complete this section**EXPENSES**

Consumable Expense	Item(s)/cost(s)	Total \$
Binding		
Books		
Film/developing		
Journals		
Photocopying		
Postage		
Professional subscriptions		
Remote Access costs		
Software		
Stationery		
Telephone/Fax		
Other consumables/materials		

Fieldwork/Conference Expense	Item(s)/cost(s)	Total \$
Accommodation		
Car Hire		
Meals		
Registration fees		
Telephone		
Transport		
Other		

Sum Total:	
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Note: The sum of expenses must exceed \$100 and be validated by receipts; or invoiced for costs exceeding \$100.

I affirm that I have consulted with my supervisor prior to incurring the above costs. All claimed expenses relate to my research, and supporting receipts/invoices are attached.

Signature of Student **Date**
(DD/MM/YY)

*Please obtain your Supervisor's signature at Part 3.
Please obtain your Postgraduate Coordinator (or appropriate alternate)'s signature at Part 4 then submit to your Enrolling Area administration office for processing.*

Part 3: Supervisor must complete this section

I have consulted with the student concerning the incurred costs and recommend the claimed expenses be approved.

Signature of Supervisor **Date**
(DD/MM/YY)

Part 4: Enrolling Area must complete this section

Enrolling Area decision: Approved Not approved **Date**
(DD/MM/YY)

Signature of PG Coordinator **Date**
(or appropriate alternate) (DD/MM/YY)

Comments _____
