FACULTY DOCTORAL RESEARCH FUND (DRF)

DRF Grant will be made to students jointly with their supervisor utilising funds deposited in a Faculty account. Monies will be released to students on a **reimbursement-only** basis except if it is for **APX travel**, then it will be directly paid to APX from DRF Grant by the University.

For more information on **DRF Fund policies**, please refer to –
http://www.arts.auckland.ac.nz/en/for/future-postgraduates/phd-research/research-funding/faculty-of-arts-doctoral-research-fund.html

A) Procedure for applying for reimbursement from DRF funds

Please complete the online claim form requesting reimbursement and detailing expenditure incurred. Attach GST receipts of **ALL** expenditure (note the university does not accept EFTPOS slips as supporting documentation for a claim). Please attach your supervisor approval email/letter authorising reimbursement of DRF expenses.

Once you have collated your receipts, your bank deposit slip and obtained supervisor's approval, please complete the online claim form by following this link - https://share.arts.auckland.ac.nz/reimbursement/default.aspx

Claim form is also available on the Arts Faculty website under 'Reimbursements'- http://www.arts.auckland.ac.nz/en/for/current-students/postgraduate/arts-forms-for-students.html

It is mandatory to submit online claim form & no paper form of claim will be accepted. All supervisors' approval must be attached with the online claim form and not to be sent to Finance as a separate email.

B) Travel Booking

The University has a contractual preferred supplier arrangement with APX New Zealand to provide full domestic, trans-Tasman and international travel services. **Please note that travel must be booked through APX (the University's contractual preferred travel supplier**). This includes booking air travel, accommodation and vehicle rentals. This policy applies to both employees and non-employees such as students and council members.   The only exceptions to the rule are:

 1)   Domestic and Trans-Tasman airfares may be purchased from an alternative supplier if it is more cost effective to do so.

2)   Accommodation for a conference may be purchased as part of a special package offered by the conference organiser if the package is more cost effective than registering and booking accommodation separately through APX.

3)   Accommodation may be purchased from an alternative supplier if APX is unable to source the accommodation that suits the needs and requirements of the business trip (ie. APX must have first been approached to provide accommodation – you will need to provide evidence of having tried to book through APX).

FACULTY DOCTORAL RESEARCH FUND (DRF)

For more information, please refer to–

Why must Travel be booked through APX?
https://superuoa.custhelp.com/app/answers/detail/a_id/6856/kw/apx

Before you Travel https://www.staff.auckland.ac.nz/en/central-services/travel-and-accommodation/before-you-travel.html

How to book Travel through APX
https://superuoa.custhelp.com/app/answers/detail/a_id/4638/kw/apx

APX – UoA Travel Portal http://www.apx.co.nz/index.php/portals/uoa/

Contact details for APX are:
1st Floor
52 Symonds Street
Hamburg Sud Building (Brother Building)
Auckland
Telephone: 309 1668 (Reception)
Email: uoa@apx.co.nz

When booking travel through APX:

DRF funded travel must be booked through an APX Consultant and purchased with a University of Auckland Peoplesoft Purchase Order (PO).
- Once the passenger has confirmed an itinerary with an APX consultant a booking will be created in APX's system. This booking will have a status of 'pending' and no ticket will be issued until a PeopleSoft Purchase Order has been created by The University of Auckland's Shared Transaction Centre (STC).
- Travel booking (or client Statement) is emailed by the APX consultant to the **Student**. (Itinerary and price details are contained in the itinerary attached to this email).
- **Student** must **IMMEDIATELY** forward via STC portal the booking confirmation/APX Client statement and supervisor's approval email to ensure the purchase order is raised & APX booking is confirmed within the deadline**.**
- STC portal link - https://superuoa.custhelp.com/app/ask
- In the STC portal, mention the C**ost Code as – 860 / 9610 / A7BE** for DRF Funds.
- The purchase order will be electronically approved by UoA Approver & sent to APX directly from STC.
- The Passenger is notified by APX as soon as tickets have been issued.

Example for an APX booking in the STC portal is shown in the next page -

Submit a question to our service team.

The Staff Service Centre can help log routine maintenance work on your behalf. View 'How do I request assistance from maintenance?' to see what details you must provide to have your maintenance request logged. Please visit Insite to check your building and room details.

For help with Canvas, please see Canvas Support.

Check the status of an IT ticket ServiceNow
Check for scheduled and unscheduled outages IT System Notices

Service *
Shared Transaction Centre (STC) ▼

Topic *
Request to Purchase ▼

Travel ▼

Travel Request ▼

Client Statement/Booking Number *
Confirmation for Student Name booking NO _____date

Cost centre code *
860 / 9610 / A7BE

Project Code and/or internal product code

Account code

Department/Faculty *
ARTS

Approved travel leave form

Physical address

Request Details
Further NOTES -

Attached,
- Supervisor approval email &
- APX Client Statement

Attach documents *
Choose File No file chosen

Submit