

PReSS Reimbursement Form

**Doctoral Students Only
For Direct Research Costs Only**

Student Name:		ID Number:	
School:		Date:	

This may be used to cover equipment user charges, consumables including conferences, research related travel and accommodation costs, photocopying, printing and internet access costs that are not subsidised by the Library, and the employment of supporting artists such as musicians that cannot be covered by other research grants.

The following costs are NOT covered by PReSS accounts: space, supervision, general office running costs, binding, computer and printer access and Capital items (e.g. computers, printers, fax machines and furniture) that are presently provided by the Faculty.

Student Signature:		PhD Supervisor Signature:	
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Account *	Activity Centre	Project Code	\$ Amount	Description
	9441		\$	
	9441		\$	
	9441		\$	
	9441		\$	
	9441		\$	
GST	409 / 0000		\$	* Account codes 312771 – Int’l Conference 312775 – Consumables 312772 – Dom Conference 312795 – Equipment Hire 312773 – Int’l Field Trip 312820 – Photocopying & Printing 312774 – Dom Field Trip
Total Amount to be Reimbursed			\$	

Note:

- Record \$ amounts as GST exclusive where a compliant tax invoice is provided, otherwise \$ are GST inclusive. Claims must be supported by full original receipts / tax invoices.
- International flights, accommodation & rental car bookings MUST be made with the current University Preferred Supplier ORBIT and all travel arrangements must be made in accordance with the University policies, guidelines and insurance requirements. Consult your Supervisor for advice as necessary.

Checklist for Students:

- Yes No PReSS Fund Financial Report is attached with this form?
- Yes No Original set of receipts / tax invoices are attached to this form?
- Yes No Provided screenshot of bank statement showing your name, bank logo & account number.

Return all paperwork to your School Office Staff (Group Services) for processing of payment with the Faculty Finance team.