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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<th>Account *</th>
<th>Activity Centre</th>
<th>Project Code</th>
<th>$ Amount</th>
<th>Description</th>
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| GST       | 409 / 0000     |              | $        | * Account codes
| 312771 – INT Conference | 312775 – Consumables
| 312772 – Dom Conference | 312795 – Equipment Hire
| 312773 – INT 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.