Consumables Reimbursable Items List
For Higher Degree by Research students

This document provides information about the expenses eligible for reimbursement from the HDR Consumables and Fieldwork Expense funding. The document must be read in conjunction with the Guidelines for Essential Facilities available at: https://students.curtin.edu.au/essentials/higher-degree-by-research/during-candidature/

Reimbursement of expenses will only be approved where the expense is directly related to the HDR research project. In all cases, the lowest practical price must be sourced, while maintaining compliance with relevant policies and procedures. All claims for reimbursement must be supported with an appropriate receipt/invoice. Claims will not be reimbursed if an appropriate receipt/invoice is not submitted.

Cash advances will only be permitted in the most exceptional of circumstances and must be arranged with the GRS prior to the expense being incurred.

Claims for reimbursement should be submitted within 90 days of the expense being incurred.

Expenses eligible to be considered for reimbursement

You must use the narrations listed under each heading when submitting a claim for reimbursement in Concur.

1. Research related travel expenses
   Concur narration: e.g., “Travel for Fieldwork” or “Travel for Training”

   Depending on the candidate’s project design (as approved at Candidacy), some HDR students will be required to undertake travel for fieldwork, to access specialist labs or equipment or to access specialist training. Travel may be eligible for reimbursement subject to the following conditions:

   1. All travel must comply with Curtin’s Travel Procedures for Students. Notably, flights must be booked through a Curtin Travel Facilitator in order to be eligible for funding and travel approval must be obtained prior to the travel taking place. It is strongly suggested that travel is arranged at least 60 days prior to the departure date.

   2. Accommodation may be booked by a Curtin Travel Facilitator or may be booked by the student themselves. Typically, accommodation will be capped AUD$200 per night. Accommodation should be booked with a registered provider (e.g. hotel, motel, backpackers), except in circumstances where this is not practical.

      a. Travel for fieldwork and data collection

         i. Candidacy approval, as well as any required Ethics approval, must be obtained prior to travel for fieldwork and data collection.

      

      b. Travel for training

         i. Travel for training (i.e. specialised courses or training for specific data collection/handling techniques) may be eligible for reimbursement where the course is considered by the supervisory team as critical to enabling the candidate to conduct the approved research project. Where required, such travel will normally occur in the first year of enrolment.
ii. Reimbursement for travel expenses for training will only be approved where a suitable alternative is not available locally or through an online provider.

c. Travel for supervisory meetings

i. Reimbursement for travel expenses will only be considered where ICT facilities (such as email, telephone or other internet based communication options) are not available to enable the student to engage in supervisor meetings. The GRS must be advised of such cases prior to any travel being arranged.

2. Scholarly books / texts

Concur narration: e.g., “Scholarly book”

The cost of scholarly books / texts may be eligible for reimbursement where the following conditions are met:

1. The book / text is not available in the University Library and the Library has not been able to secure a physical or electronic copy for loan through inter-library loan. You must demonstrate in your claim that your loan request to the Curtin library for the book/text has been rejected.

2. The book must be purchased from the publisher and not a third-party website such as eBay or Amazon.

Note: When the cost of a scholarly book/ text has been reimbursed by the GRS it becomes the property of the Enrolling School.

3. Thesis production costs

Concur narration: e.g., “Thesis Production: Binding” or “Thesis Production: Editing”

The costs of engaging an external party to proofread a thesis can be reimbursed if undertaken in accordance with the Guidelines for the Editing of Research Theses by Professional Editors. The following criteria must be met:

1. The editor must be chosen from the Institute of Professional Editors Ltd. If this is not practical due to the requirement for disciplinary specific knowledge about formatting and editing the supervisor must write the GRS to seek approval for an alternative editor prior to an editor being engaged.

2. Thesis editing will normally not exceed $1500.

3. The costs of thesis printing and binding can be reimbursed to a maximum of two copies.

4. Research participation incentives

Concur narration: e.g., “Research Incentives: Coles Myer vouchers”

Any expenditure on incentives for research participants in the approved research project requires the completion and approval of the Research Participation Incentive Expenditure Form. Please submit the approved form with your Concur claim.

Please also note:

- The use of incentives for research participation must be approved as part of the Ethics approval for the study.
• The value of incentives must not exceed $20 per participant.
• The incentives purchased cannot include tobacco or alcohol.
• Candidates need to obtain proof from each research participant that the participant has received the incentive. This proof may be an email or signed form and should be stored safely with other research data as per Curtin’s requirements for data storage.

5. Creative production costs
   Concur narration: e.g., “Creative Production Costs: art supplies”
   
   Art and design equipment and supplies (inclusive of set design, technical support, post-production and editing, studio hire, film and developing, exhibition space hire) are eligible for reimbursement where required for the approved research project.

6. Transcription and translation services
   Concur narration: e.g., “Transcription Services”
   
   1. The cost of transcription and/or translation of data is reimbursable where the student has specified the use of these services in their approved project.
   2. The cost of textual translation may be reimbursed where this is required for the research project.

7. Other miscellaneous costs
   Concur narration: e.g., “Miscellaneous: Safety Equipment” or “Miscellaneous: Dictaphone”
   
   Other expenses which are directly related to the approved research project which may be eligible for reimbursement include:
   1. Safety equipment (project specific and not provided by the Enrolling School);
   2. Data sets not already available in the University for use by the student (data purchased using Consumables funds remains the property of Curtin University);
   3. Licenses to access to databases or archives where these are not already held by Curtin;
   4. Dictaphones where required for interviews where interviews are an approved data collection method for the study; and
   5. Lab consumables purchased through an approved University provider (where not provided by the Enrolling School);

Expenses not eligible to be considered for reimbursement

Consumables and Fieldwork Expense funding is provided to support students with their data collection (including required specialised training), data analysis and thesis preparation. Enrolling Schools are to provide essential facilities including adequate access to computers and appropriate software, a workspace and telephone. While there is considerable flexibility regarding the types of expenses that can be claimed from the Consumables and Fieldwork Expense funding, the following will not be funded:

• Computing expenses
   Computing expenses including personal computer or laptop, computer hardware, computer accessories, software, mobile devices, data storage, tablets and cameras cannot be reimbursed from Consumables funds. Enrolling Schools are to provide essential facilities including adequate access to computers and appropriate software, a workspace and telephone.

   If you are intending to purchase software for your research project you must always liaise with CITS before making any purchases.
• Conferences and workshops
  Support for conference attendance is provided for doctoral students through the Doctoral Conference Support Scheme. Please refer to the Guidelines for Essential Facilities for details.

• Costs relating to family travel and incidentals
  Any expenses related to family members accompanying students on Curtin related travel are not able to be claimed for reimbursement.

• Costs of obtaining travel visas
  The cost associated with obtaining travel visas is not reimbursable even where the visa is required for Curtin approved travel.

• Professional association membership fees
  Fees for joining professional associations are not reimbursable unless it can be demonstrated that the membership is essential to the research project.

• Home internet or telephone access

• Local travel between home and campus

• HDR student parking costs incurred on a Curtin campus

• Personal living expenses (e.g. home rent, private car costs, food*)

• Supervisor or mentor time

• Mileage
  You can claim reimbursement for the cost of petrol if travelling for fieldwork by car. This will be based on receipts submitted. Mileage forms will not be accepted.

• Laboratory equipment
  Enrolling Schools undertake the commitment to provide access to equipment required for the project upon the acceptance of a student into a research program.

• Journals and books available through the library or interlibrary loan

• Journal paper production or publication costs (including open access costs)
  Costs related to publishing need to be discussed with your supervisor. Curtin provides the espace platform for open access publishing which should be utilised when required.

• Local consumables and lab expenses which are charged through overall consumables allowance at the school level
  Some Schools will deduct funds from HDR Consumables funds to support laboratory expenses. Such expenses cannot also be claimed by students for reimbursement.

• Stationery

• Fines for library, parking or other

• Student Services Amenities Fee (SSAF).

*Reimbursement for food items will only be considered where the food items are the subject of the research project. Catering for meetings and food expenses during travel will not be reimbursed.

If the item you wish to claim reimbursement for does not appear on this list, you may seek clarification from GRS.CurrentStudents@curtin.edu.au.