

Consumables and Fieldwork Expense Application

Higher Degree by Research Students (*Optional*)

Only for use by students who do not have an Australian bank account.

Please refer to the [Guidelines for Essential Facilities for Higher Degree by Research Students](#) before completing this form.

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: Student to complete this section

Student ID Number	<input type="text"/>	Mr Ms Other	<input type="text"/>
Sarawak ID Number (if applicable)	<input type="text"/>		
Surname / Family Name	<input type="text"/>	Given Names	<input type="text"/>
Postal Address	<input type="text"/>		
Enrolling Area	<input type="text"/>	Faculty	<input type="text"/>
Mobile	<input type="text"/>	Home Phone	<input type="text"/>
E-Mail Address	<input type="text"/>		
Supervisor	<input type="text"/>		
Course Start Date	<input type="text"/> (DD/MM/YY)	Candidacy Approval Date	<input type="text"/> (DD/MM/YY)

What can I apply for?

- Please consult the Reimbursable Items List for guidance on this matter.

When can I apply?

- You can apply for reimbursement only after you have attained candidacy approval. You must claim expenses within 90 days of expenditure.

How do I apply?

- Complete this form and attach scans of receipts. Obtain the signatures of your supervisor and Director of Graduate Research.
- Email the completed and signed form to the Graduate Research School via email at GRS.CurrentStudents@curtin.edu.au for processing
- Applications for remuneration of allowed expenses must total more than \$100, and a receipt must be provided for each expense claimed. There may be a time lag between submission of the application and reimbursement.
- You must consult with your Supervisor regarding claims in order to manage the allowance productively. You must affirm that all expenses claimed are essential to your research.
- The Director of Graduate Research (or appropriate alternate) in your Enrolling Area must approve each claim.

Part 5: Graduate Research School to complete this sectionStudent's
Current Balance:

at

*(DD/MM/YY)***Graduate Research School Decision:**

Approved

Not Approved

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

Comments