



REIMBURSEMENT OF ENTITLEMENTS UNDER SCHOLARSHIP CONDITIONS

Please consult your scholarship rules to check your entitlements. The APA, QUTPRA & QUTFBA rules are at the website:

http://www.rsc.qut.edu.au/studentsstaff/scholarships/arw_domestic.jsp

Entitlements may be things such as removals or thesis reimbursement. Please review the checklist below before presenting your receipts for reimbursement, to the Research Students Centre.

CHECKLIST:

- Have you got original receipts / tax invoices / documents?**
- Are you claiming a mileage allowance?**
*If you are claiming **mileage allowance** instead of an airfare, please **attach a memo** stating the make and model of the car used for travel, including the cylinder size (eg 1.8 litre car = 1800cc), registration number, and total kilometres for the trip. Please also **attach a quote or a memo, which states the cost** of a comparable airfare for the same distance at the same time that you travelled by car. Where a student elects to travel by car but the airfare would have been cheaper, they will receive a per kilometre allowance up to the equivalent airfare costs.*
- Were relocation expenses involved?**
*If you are claiming **relocation expenses** and you have a **partner or a family**, please provide proof of relationship, eg: photocopy of Medicare card or birth certificates.*
- Have you completed a Supplier Maintenance Form?**
***For all claims**, you will also need to complete a [Supplier Maintenance Form](#), which will allow QUT to pay your entitlement direct to your bank account. It is not normally possible to issue a cheque.*
- Are you claiming Thesis Reimbursements?**
If you are claiming for Thesis Reimbursement, please note that claims are allowed for costs associated with the production of the final bound thesis in hard bound form and as a compact disc - following lodgement and completion of corrections. Funds will not be available for goods used in the generation of the thesis which will endure past the production stage such as hardware and software.

Please note that relocation or removal expenses cannot be reimbursed by QUT until you are enrolled. Thesis reimbursement must be claimed within six months of submission or resubmission and within 2 years of the cessation of the scholarship.

IN SUMMARY:

Please provide the following to Research Students Centre, Room 328, O Block Podium, Gardens Point Campus. (Postal: Research Students Centre, QUT-GP Campus, GPO Box 2434, Brisbane 4001)

1. **Original Tax invoice and receipts.**
2. **Supplier Maintenance Form**