

Distance Travel Allowance for Remote and Regional Higher Degree by Research Candidates

International allowance - \$2000**Domestic allowance - \$1000****GUIDELINES RELATING TO THE DISTANCE TRAVEL ALLOWANCE:**

- This scheme is intended to provide financial assistance to off campus Faculty of Arts and Education Higher Degree by Research candidates to enable participation in on campus HDR seminars, attend colloquia in person and meet face to face with supervisors.
- This allowance will only be available three times during candidature. Reimbursements will only be approved **up to the point of thesis submission**.
- Applicants should attach original receipts with a summary of expenses must be provided when claiming reimbursements

Personal Details:

ID:	MODE:	SCHOOL:
TITLE:	SURNAME:	GIVEN NAME:
PRINCIPALSUPERVISOR:		CANDIDATURE START DATE:

Correspondence details:

NUMBER AND STREET:		SUBURB:
STATE:	POSTCODE:	COUNTRY (if other than Australia):
EMAIL:		MOBILE PHONE NO:

Banking details: All reimbursements will be made by electronic funds transfer unless otherwise advised

FINANCIAL INSTITUTION:		BRANCH:
ACCOUNT NAME:		
BSB NUMBER:		ACCOUNT NUMBER:

FOR INTERNATIONAL REIMBURSEMENTS ONLY

SWIFT CODE:	BANK STREET ADDRESS:
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Travel Details

PURPOSE :	LOCATION:	ATTENDANCE DATES:
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Confirmation of Attendance - This section is to be signed by the principal supervisor and the candidate before forwarding the completed application to the HDR office

Supervisor's Signature:**Date:****Candidate Signature:****Date:****Please return form to:**

HDR Administration Officer
Faculty of Arts & Education – Research
Geelong Campus
Locked Bag 20000, Geelong 3220
Tel: 61 3 522 72226
artsed-research@deakin.edu.au

Office Use Only:

Research Office Approval

Number of previous claims
for this assistance

Date Sent to FBSD:

Please use this form for reimbursement – it can be used for claim both prior to or prior to or after on campus visits. Receipts must be attached. Please forward claims to Robyn Ficnerski, Faculty of Arts and Education, Deakin University, Locked Bag 20000, Geelong 3220.

NAME:		
EXPENSE SUMMARY FOR DISTANCE TRAVEL ALLOWANCE		
	LOCAL CURRENCY (if applicable)	\$AUD
Fares		
Airfares		
Local fares – list below		
SUB TOTAL		
Accommodation		
SUB TOTAL		
Other		
SUB TOTAL		
TOTAL	TOTAL FOR THIS COLUMN NOT REQUIRED	