Request of relocation expenses

**RRE**

GRADUATE RESEARCH SCHOOL

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| **Personal details** |  |
| La Trobe student ID: Click or tap here to enter text. |  |
| Family name: Click or tap here to enter text. | Given name(s): Click or tap here to enter text. |
| Degree: Click or tap here to enter text. | School: Click or tap here to enter text. |
| Scholarship type: Click or tap here to enter text. |  |

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| **Eligibility** |  |

Current limits of reimbursement are outlined in the Graduate Research and RTP Scholarships – Schedule A – Terms and Conditions. These terms and conditions are located within the Graduate Research Scholarships Policy located on the [Policies and Guidelines for Graduate Research](https://www.latrobe.edu.au/researchers/grs/hdr/candidature/guidelines-and-support/hdr-guidelines) webpage.

All claims for reimbursement should be made within 12 months of commencement of candidature/taking up scholarship for both Masters candidature and Doctoral candidature.

Reimbursements will not be provided for items which are not accompanied by a receipt. All receipts/ invoices should clearly indicate the amount and currency, as well as the date of purchase.

Approved claims will be reimbursed to the bank details saved in [StudentOnLine](http://www.latrobe.edu.au/students/enrolment/studentonline) – please ensure your bank details are up to date before submitting this claim form.

1. Login to [StudentOnLine](http://www.latrobe.edu.au/students/enrolment/studentonline)
2. Click the My Finances tile and select the Bank Details tab from the side menu
3. Select ‘Electronic Funds Transfer’ from the Payment Method drop-down
4. Select ‘BSB’ from the Bank Transfer Method drop-down
5. Enter your Electronic Funds Transfer (EFT) details:
   1. BSB
   2. Account (number)
   3. Bank Name
   4. Payee Name
6. Save your changes

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| **Relocation expenses itemisation** | |
| Airfares/ transport: Click or tap here to enter text. | Amount / currency: Click or tap here to enter text. |
| Removal costs: Click or tap here to enter text. | Amount / currency: Click or tap here to enter text. |
| Other (please specify): Click or tap here to enter text. | Amount / currency: Click or tap here to enter text. |

Check list:

Itinerary and tax invoice for airline tickets, or original tickets for other transport methods.

Original receipts/ tax invoice for removal expenses.

Bank details in [StudentOnLine](http://www.latrobe.edu.au/students/enrolment/studentonline) are up to date.

Graduate Research School. Exemplar Office – David Myers East, Melbourne Campus, 3086 | latrobe.edu.au/grs

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