

# Student Placement Reimbursement

At the completion of your placement use this form to request reimbursement for travel and accommodation expenses. Scan the form with receipts of expenses and email to [cnhs.placements@flinders.edu.au](mailto:cnhs.placements@flinders.edu.au) with your **student ID number** and **“Placement Reimbursement Claim Request”** in the subject heading. The WIL team are unable to process your reimbursement without including this in the subject heading. Payments are processed within 4 weeks of submitting your completed documents.

## 1. STUDENT DETAILS

Name: \_\_\_\_\_ Student number: 

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Email: \_\_\_\_\_@flinders.edu.au Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Placement Topic: \_\_\_\_\_ Indicate if you are an: International  or Domestic  student

Placement Location: \_\_\_\_\_

## 2. CLAIM DETAILS

Reason for expense: <b>Travel and/or accommodation expenses incurred while on placement</b>			
Expense type and description	Amount AUD	Evidence provided?	Project code
Did you travel within SA with a private vehicle? Please circle: Yes / No		N/A for SA based rural placements (predetermined fuel reimbursement)	08693
Travel expenses		Yes/No	08693
Project-based placement OR Intra rural travel-based placement (written evidence mandatory)		Yes/No	08693
Accommodation expenses		Yes/No	08693
<b>Total</b>	\$ _____		

## 3. FINANCIAL SUPPORT RECEIVED

Have you received financial support for this placement via a stipend or scholarship: Yes  or No

If yes please indicate the amount received \$ \_\_\_\_\_ AUD

## 4. FINANCIAL INSTITUTION DETAILS

Australian accounts only (for payment to an international bank account, attach an [International Bank Account Details](#) form)

Institution name: \_\_\_\_\_ Name of account holder: \_\_\_\_\_

BSB: \_\_\_\_\_ Account number: \_\_\_\_\_

## 5. DECLARATION

**I certify that** the above expenditure details are correct and I have attached supporting documentation. This is the only claim I have made, or will make for these expenses.

Student signature: \_\_\_\_\_

Date: \_\_\_\_\_