UNIVERSITY *of* TASMANIA

Guidelines for Research Degree Candidates
Thesis Allowance Claims
October 2018

Important Information:

Candidates must check their scholarship conditions before submitting a claim form to confirm they are eligible.

The thesis allowance can only be claimed to assist with the costs of thesis production, mainly printing, binding and, in some cases, proof reading*.

As per **3.4.4 Editing the Thesis of the [Higher Degree by Research Thesis Preparation, Submission and Examination Policy](), claims for proof reading undertaken by a partner or relative of the candidate will not be approved and candidates will be required to disclose whether there is any personal or professional relationship with the proof reader before any claim can be considered.*

The following expenses are examples of costs that will **not** be reimbursed:

- Professional editing
- Printer ink cartridges
- Postage
- Invitations to exhibitions/performances

The Graduate Research Office reserves the right to refuse a claim where the expense is not considered directly related to production of your thesis.

Claims must be lodged within 6 months of submitting the final copy of your thesis and no more than 2 years after the termination of the scholarship.

Receipts must be provided. Each receipt must advise the amount incurred, the service provided and the date that the expense was incurred.

Maximum Claimable Amounts:

Doctoral - $840
Masters - $420

The final thesis copies are for your own personal or professional use only. Where an industry partner has supported your project it is understood that copies of your thesis should be provided to that industry partner. The Graduate Research Office and the Library no longer require printed copies of your thesis.

For further information, please contact the Graduate Research Office:

http://www.utas.edu.au/research/degrees/contact-us

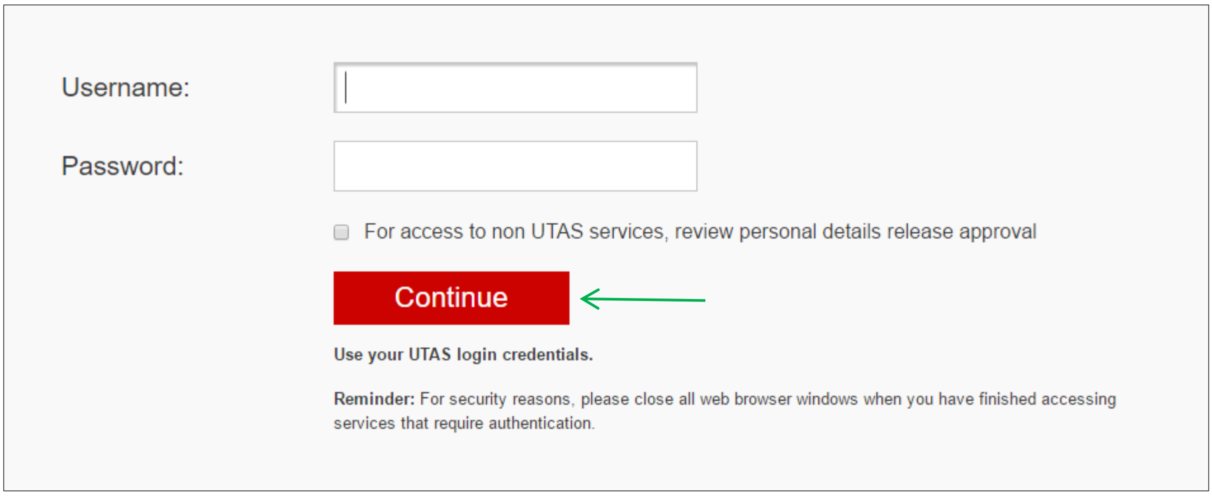
STEP 1:

Go to https://eforms.utas.edu.au

It is recommended that you use Google Chrome as your internet browser.

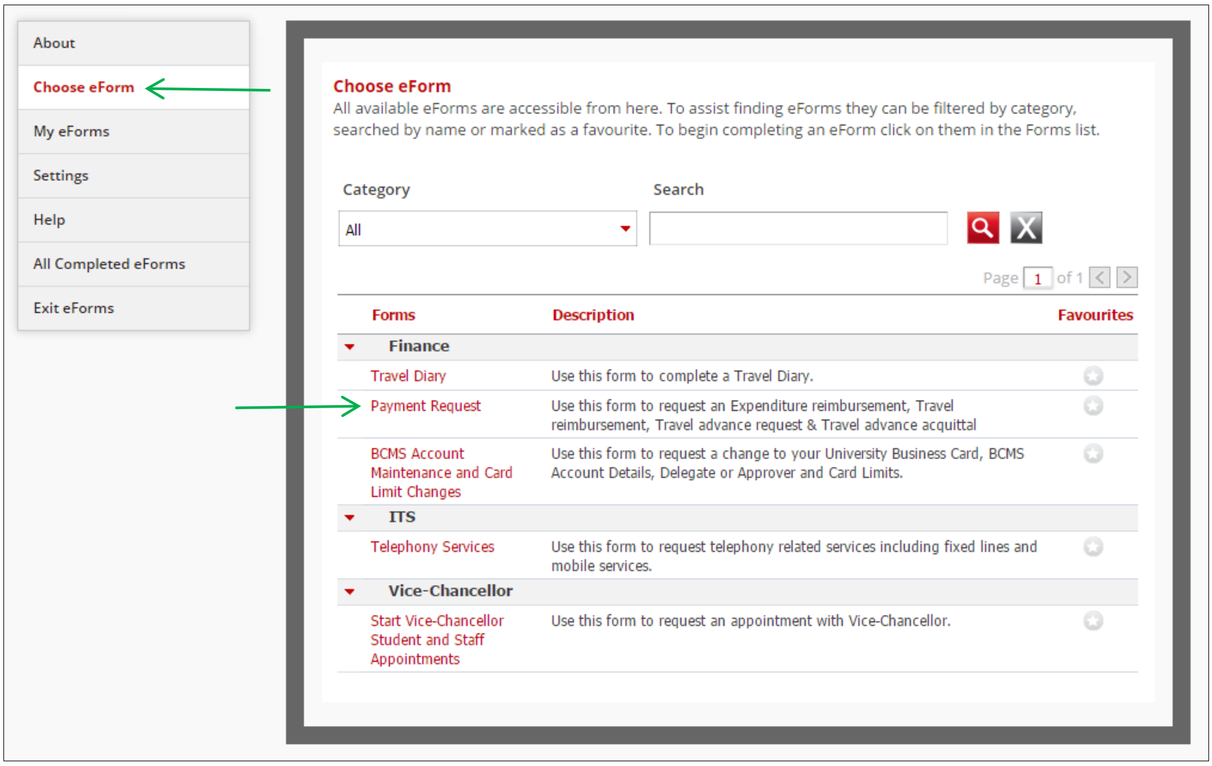
Log on using your UTAS username and password

Select **Continue**



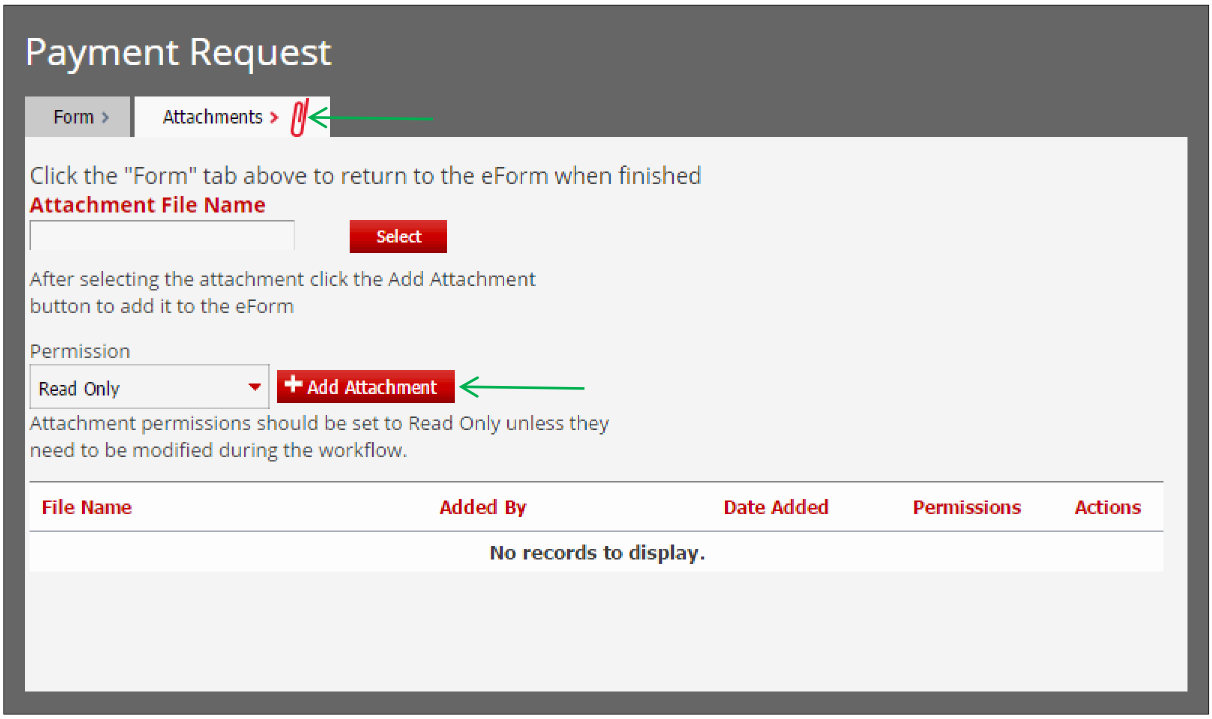
STEP 2:

Select **Choose eForm → Payment Request**:



STEP 3:

Select the **Attachments** tab:

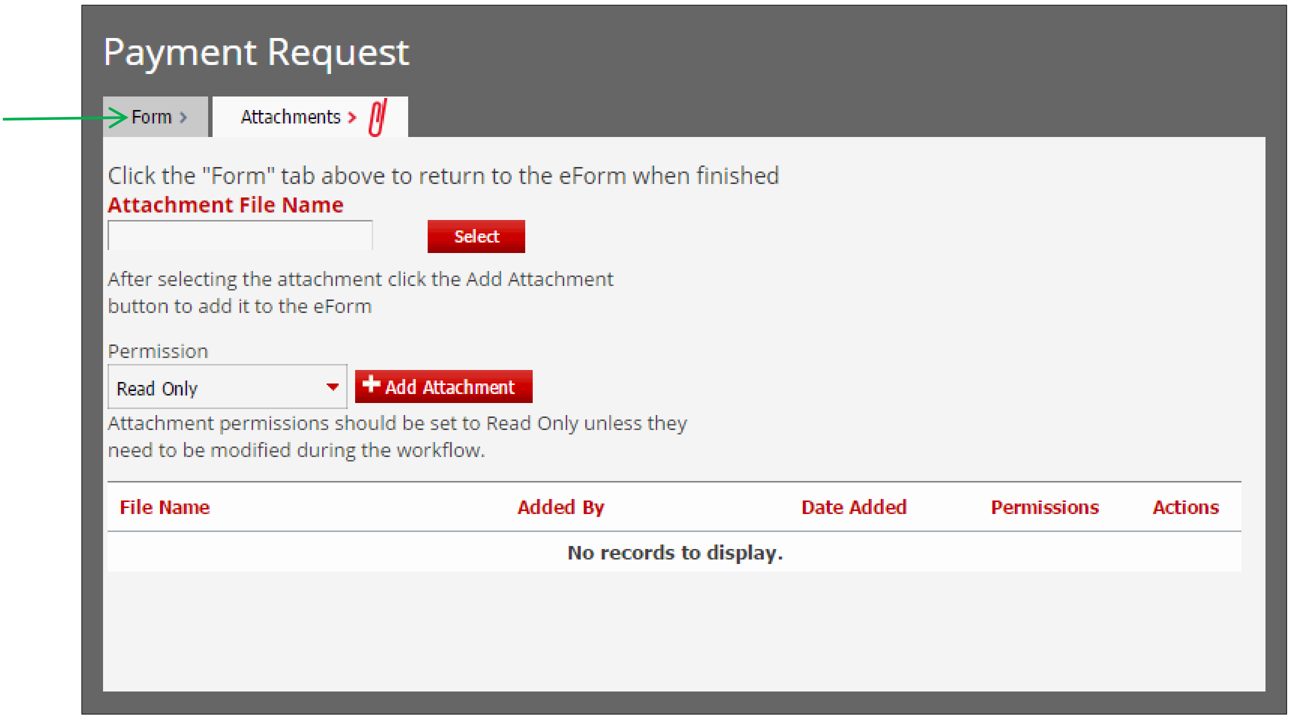


Attach **<u>all</u>** relevant receipts

Select **Add Attachment**

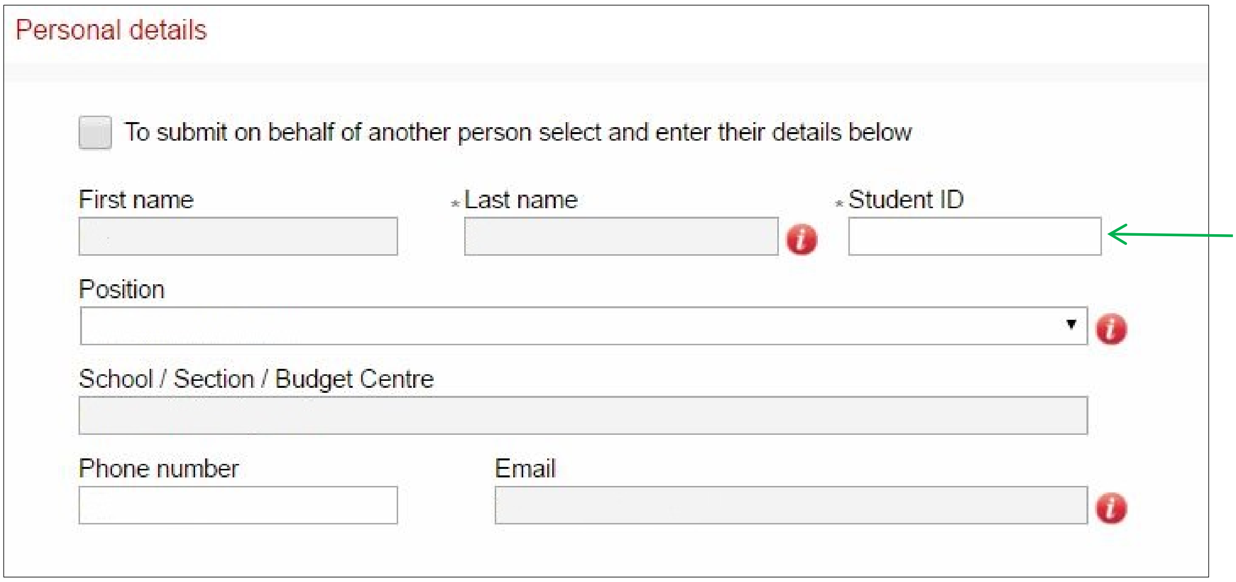
STEP 4:

Select the **Form** tab:

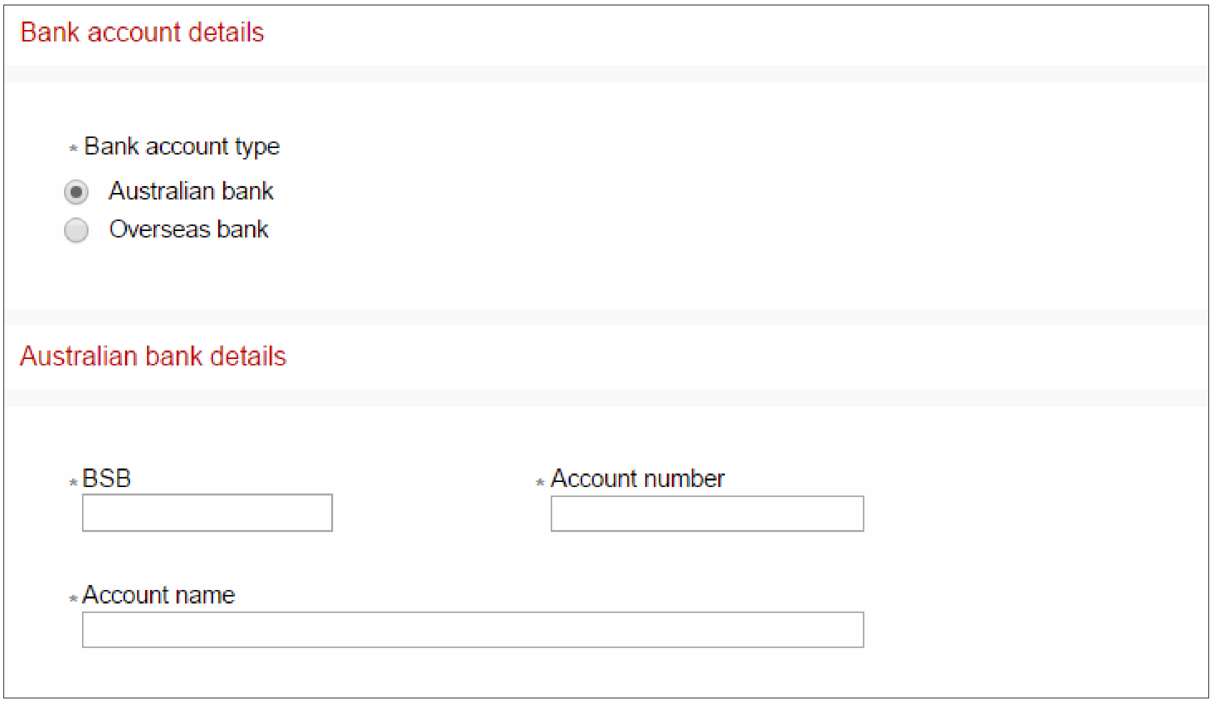


Under Selection, choose **Student**:

Under Personal details, enter your **Student ID**:



Enter your Bank account details:

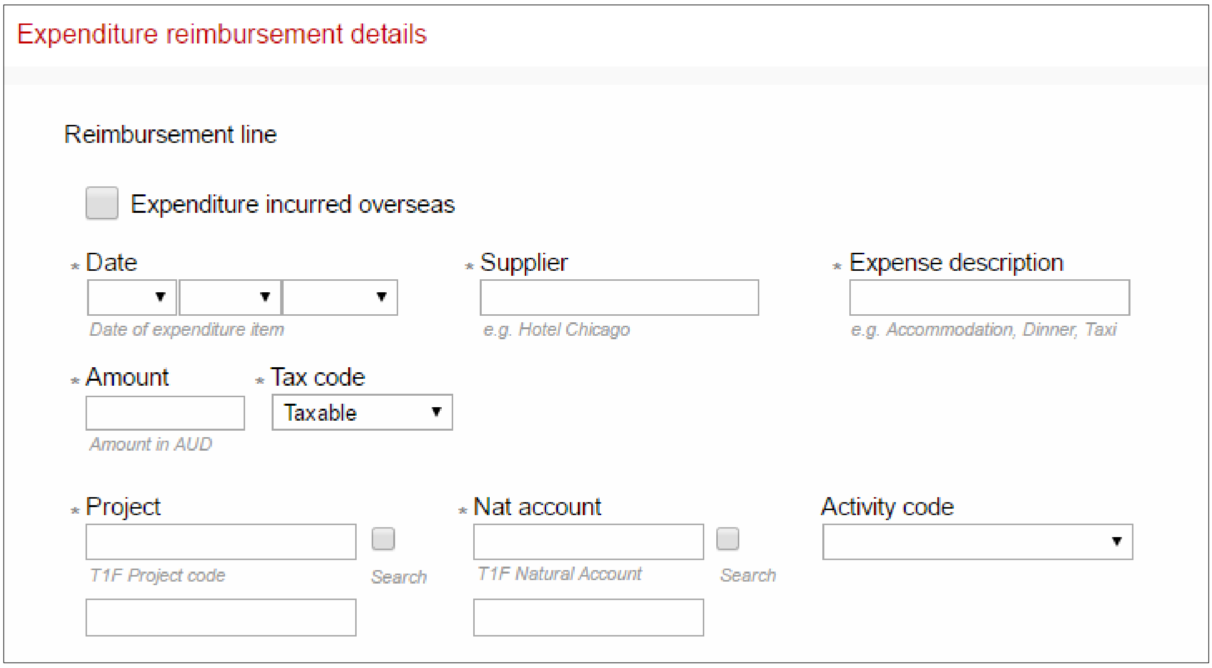


Under Request type, choose **Expense reimbursement**:

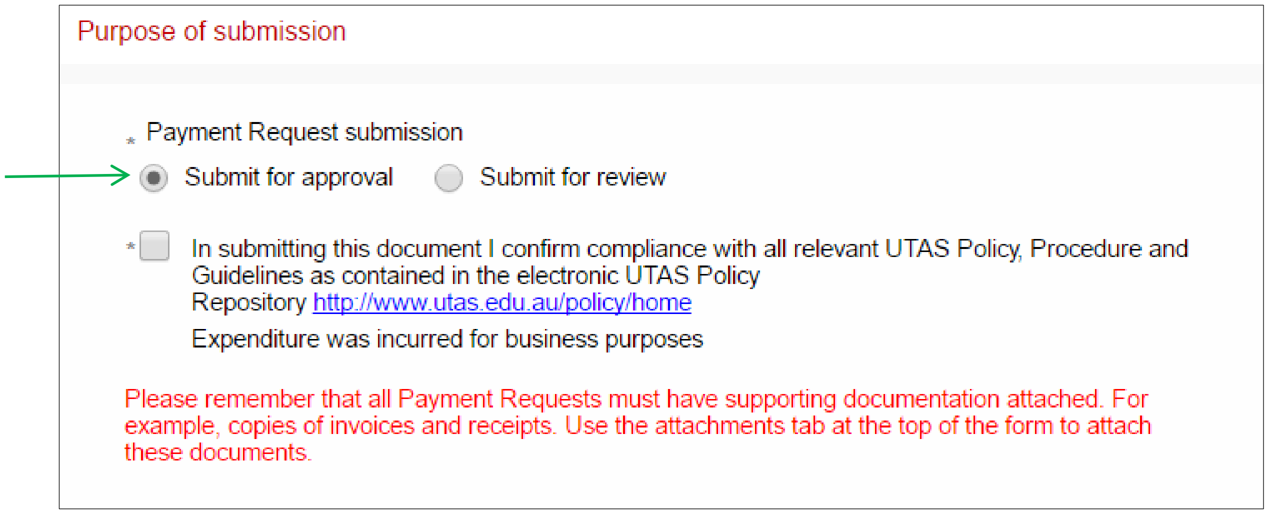
Under Expenditure reimbursement details, enter the following details:

Date:	Date the expenses occurred (must match receipt)
Supplier:	Name of the business (must match receipt)
Expense description:	Thesis
Amount:	Total amount of your claim
Tax code:	Taxable*
Project:	057420
Nat account:	36200
Activity code:	-

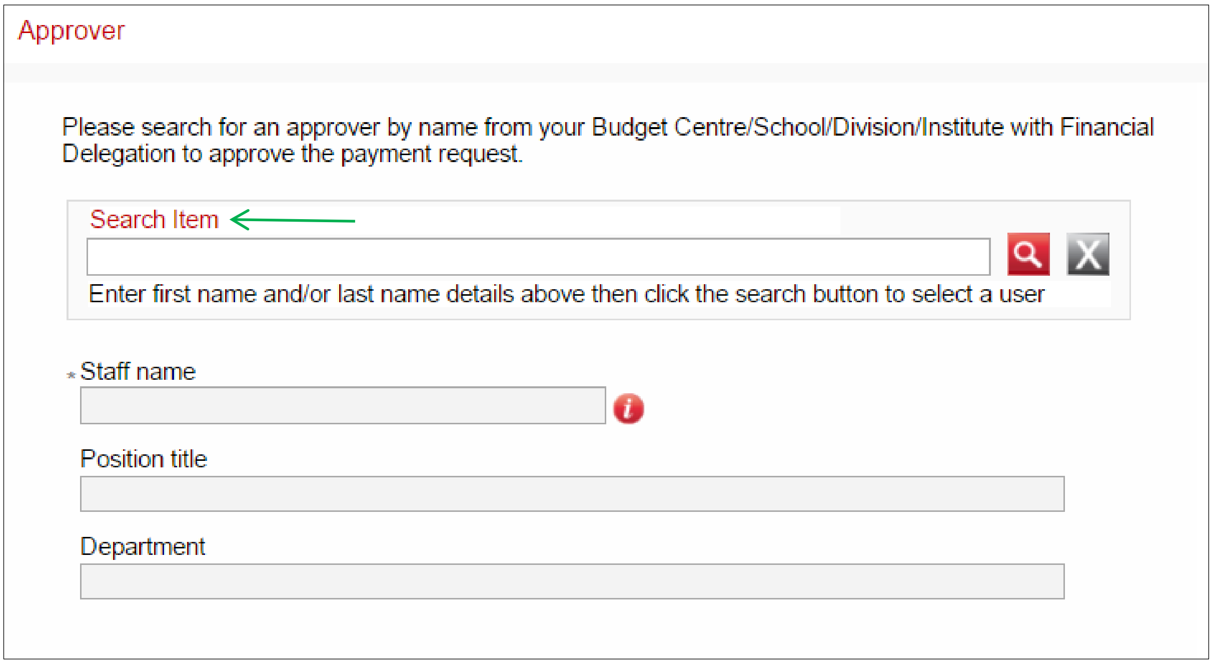
**The tax code is in relation to GST only, you will still receive the full amount.*



Under Purpose of submission, choose **Submit for approval**:



Under Approver, search for **Megan Dean**:



Double-check all details.

Ensure you have attached **<u>all</u>** receipts, as instructed in Step 3

Select **Submit**: