



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**

Username:

Password:

For access to non UTAS services, review personal details release approval

Continue ←

Use your UTAS login credentials.

Reminder: For security reasons, please close all web browser windows when you have finished accessing services that require authentication.

STEP 2:

Select **Choose eForm** → **Payment Request**:

About

Choose eForm ←

My eForms

Settings

Help

All Completed eForms

Exit eForms

Choose eForm

All available eForms are accessible from here. To assist finding eForms they can be filtered by category, searched by name or marked as a favourite. To begin completing an eForm click on them in the Forms list.

Category: All Search:

Page 1 of 1

Forms	Description	Favourites
Finance		
Travel Diary	Use this form to complete a Travel Diary.	
Payment Request	Use this form to request an Expenditure reimbursement, Travel reimbursement, Travel advance request & Travel advance acquittal	
BCMS Account Maintenance and Card Limit Changes	Use this form to request a change to your University Business Card, BCMS Account Details, Delegate or Approver and Card Limits.	
ITS		
Telephony Services	Use this form to request telephony related services including fixed lines and mobile services.	
Vice-Chancellor		
Start Vice-Chancellor Student and Staff Appointments	Use this form to request an appointment with Vice-Chancellor.	

STEP 3:

Select the **Attachments** tab:

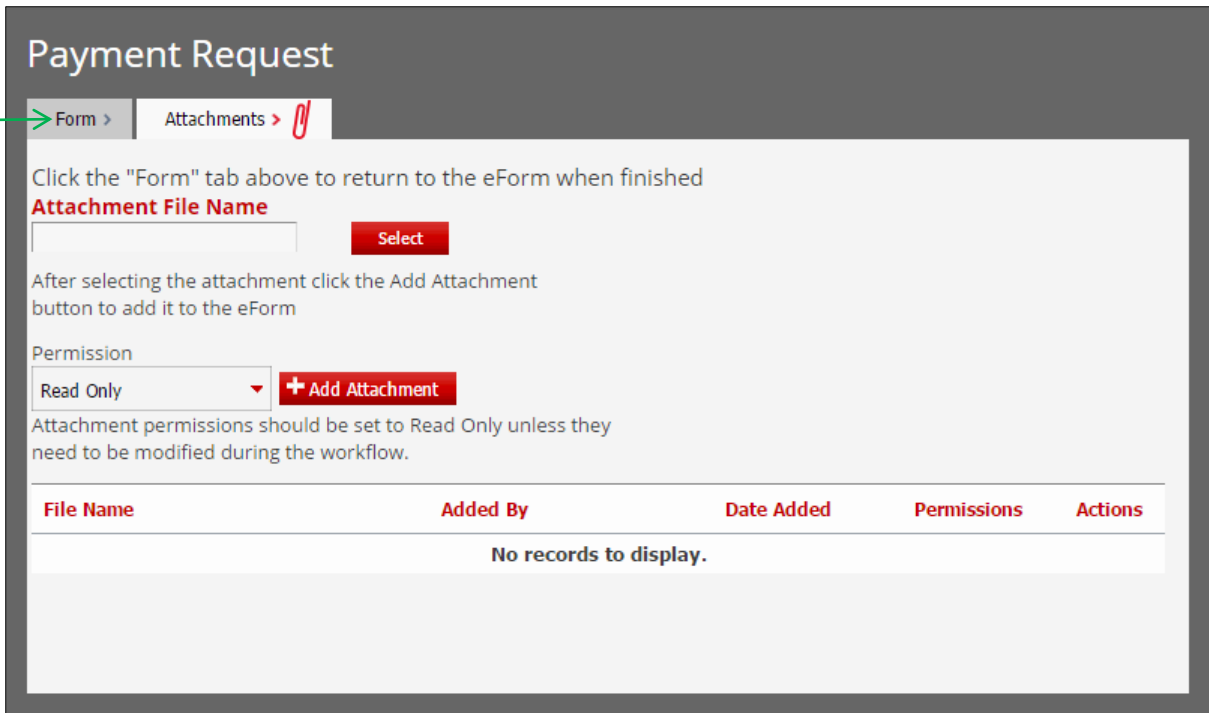
The screenshot shows the 'Payment Request' interface with the 'Attachments' tab selected. A green arrow points to the 'Attachments' tab. Below the tabs, there is a text instruction: 'Click the "Form" tab above to return to the eForm when finished'. The main section is titled 'Attachment File Name' and contains a text input field and a red 'Select' button. Below this is another instruction: 'After selecting the attachment click the Add Attachment button to add it to the eForm'. The 'Permission' section has a dropdown menu set to 'Read Only' and a red '+ Add Attachment' button, with a green arrow pointing to it. A note below states: 'Attachment permissions should be set to Read Only unless they need to be modified during the workflow.' At the bottom, there is a table with columns: 'File Name', 'Added By', 'Date Added', 'Permissions', and 'Actions'. The table is currently empty, displaying 'No records to display.'

Attach **all** relevant receipts

Select **Add Attachment**

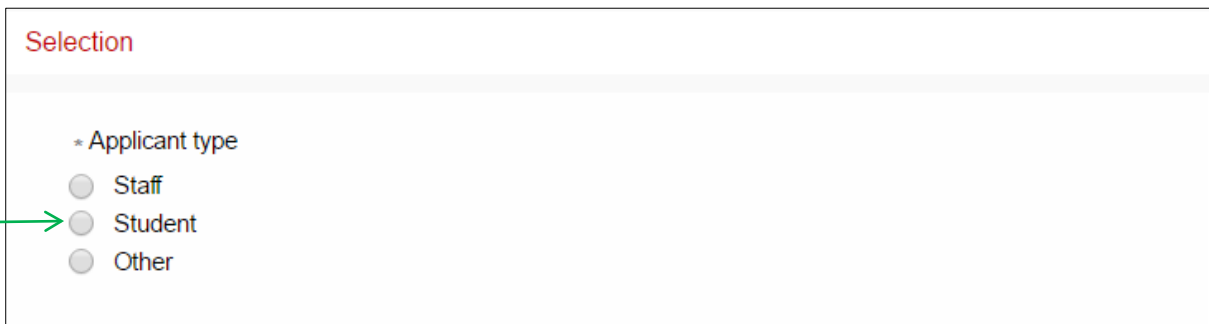
STEP 4:

Select the **Form** tab:



The screenshot shows the 'Payment Request' interface. At the top, there are two tabs: 'Form' (which is selected and highlighted with a green arrow) and 'Attachments'. Below the tabs, there is a text instruction: 'Click the "Form" tab above to return to the eForm when finished'. Underneath, there is a section for adding attachments. It includes a text input field labeled 'Attachment File Name' with a 'Select' button to its right. Below this is a paragraph: 'After selecting the attachment click the Add Attachment button to add it to the eForm'. There is a 'Permission' dropdown menu currently set to 'Read Only' and a '+ Add Attachment' button. A note below states: 'Attachment permissions should be set to Read Only unless they need to be modified during the workflow.' At the bottom, there is a table with columns: 'File Name', 'Added By', 'Date Added', 'Permissions', and 'Actions'. The table is currently empty, displaying 'No records to display.'

Under Selection, choose **Student**:





The screenshot shows the 'Selection' section of the form. It has a title 'Selection' in red. Below the title is a section header '* Applicant type'. There are three radio button options: 'Staff', 'Student', and 'Other'. A green arrow points to the 'Student' radio button, which is selected.

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


Personal details

To submit on behalf of another person select and enter their details below

First name *Last name *Student ID 

Position 

School / Section / Budget Centre

Phone number Email 

Enter your Bank account details:

Bank account details

* Bank account type

Australian bank

Overseas bank

Australian bank details

*BSB *Account number

*Account name

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

Request type

Expense reimbursement
 Travel reimbursement
 Travel advance request
 Travel advance acquittal

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.

Expenditure reimbursement details

Reimbursement line

Expenditure incurred overseas

<p>* Date</p> <div style="border: 1px solid gray; padding: 2px;"> ▼ ▼ ▼ </div> <p><small>Date of expenditure item</small></p>	<p>* Supplier</p> <div style="border: 1px solid gray; padding: 2px; min-height: 20px;"></div> <p><small>e.g. Hotel Chicago</small></p>	<p>* Expense description</p> <div style="border: 1px solid gray; padding: 2px; min-height: 20px;"></div> <p><small>e.g. Accommodation, Dinner, Taxi</small></p>
<p>* Amount</p> <div style="border: 1px solid gray; padding: 2px; width: 80%;"></div> <p><small>Amount in AUD</small></p>	<p>* Tax code</p> <div style="border: 1px solid gray; padding: 2px;"> Taxable ▼ </div>	
<p>* Project</p> <div style="border: 1px solid gray; padding: 2px; min-height: 20px;"></div> <p><small>T1F Project code</small></p> <div style="border: 1px solid gray; padding: 2px; width: 80%;"></div>	<p>* Nat account</p> <div style="border: 1px solid gray; padding: 2px; min-height: 20px;"></div> <p><small>T1F Natural Account</small></p> <div style="border: 1px solid gray; padding: 2px; width: 80%;"></div>	<p>Activity code</p> <div style="border: 1px solid gray; padding: 2px; min-height: 20px;"> ▼ </div>

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

Purpose of submission

* Payment Request submission

Submit for approval Submit for review

* In submitting this document I confirm compliance with all relevant UTAS Policy, Procedure and Guidelines as contained in the electronic UTAS Policy Repository <http://www.utas.edu.au/policy/home>
Expenditure was incurred for business purposes

Please remember that all Payment Requests must have supporting documentation attached. For example, copies of invoices and receipts. Use the attachments tab at the top of the form to attach these documents.

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

Approver

Please search for an approver by name from your Budget Centre/School/Division/Institute with Financial Delegation to approve the payment request.

Search Item

Enter first name and/or last name details above then click the search button to select a user

* Staff name

Position title

Department

Double-check all details.

Ensure you have attached **all** receipts, as instructed in Step 3

Select **Submit**: