

## Australia Awards Scholarships (AAS) – Reimbursement Claim Form

Email completed form to [australia.awards@monash.edu](mailto:australia.awards@monash.edu) with the claimant's name and type of claim under AAS policy as the email subject (e.g. Supplementary Academic Support, Fieldtrip, Fieldwork, Reunion Travel).

| Claimant details |             |           |            |  |
|------------------|-------------|-----------|------------|--|
| Title:           | Student ID: | Surname:  |            |  |
| Given name(s):   |             |           |            |  |
| Street address:  |             |           |            |  |
| City:            | State:      | Postcode: | Country:   |  |
| Email:           |             |           | Phone no.: |  |

| Claim details—claimant to complete and attach supporting documentation/receipts                                                                                                                                                                |                              |                            |          |          |    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|----------------------------|----------|----------|----|
| Please itemise each transaction you wish to claim as a separate line item (including transaction fees), and note that all supporting documents must support the total amount of the amount you are claiming. Refer to first row as an example. |                              |                            |          |          |    |
| Date                                                                                                                                                                                                                                           | Expense item to be claimed   | Reason/Purpose for expense | Currency | Amount   |    |
| 21 / 09 / 2023                                                                                                                                                                                                                                 | e.g. Leadership Seminar 2023 | e.g. Registration fee      | e.g. AUD | e.g. 200 | 00 |
|                                                                                                                                                                                                                                                |                              |                            |          |          |    |
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| <b>TOTAL</b>                                                                                                                                                                                                                                   |                              |                            |          |          |    |

| <a href="#">Australia Awards Scholarships (AAS) Policy Handbook</a>                                                                                                                                                                                                                                               |                                                                                                                                                                                       |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Refer to the following sections related to your specific type of claim, and email your Student Contact Officer (SCO) if you have any questions: <ul style="list-style-type: none"> <li>Section 12.2. Supplementary Academic Support</li> <li>Section 12.3. Fieldwork</li> <li>Section 12.4. Fieldtrips</li> </ul> |                                                                                                                                                                                       |
| CLAIMANT: I certify that this claim has not been claimed elsewhere and is in line with University and AAS Policies.<br><br>PRINT NAME : _____<br><br>SIGNATURE : _____<br><br>DATE : _____                                                                                                                        | SCO: I have reviewed the contents of this claim and believe it to be in line with University and AAS Policies.<br><br>PRINT NAME : _____<br><br>SIGNATURE : _____<br><br>DATE : _____ |
| OFFICE USE ONLY – Additional instructions:                                                                                                                                                                                                                                                                        |                                                                                                                                                                                       |