

## **HDR Research Training Program (RTP) relocation allowance guidelines**

These guidelines apply to domestic students who hold a Research Training Program Stipend only. International HDR scholarship holders should refer to their conditions of award for details of *travel allowances*.

### **Eligibility rules:**

- to reimburse the relocation expenses incurred by an RTP holder, their spouse or partner and dependants\*  
*\* For the purposes of relocation entitlements, a dependant is defined as a person who moves residence with the RTP student; a spouse or partner who transfers employment to the city of the institution may be regarded as a dependant*
- for relocating to Sydney where this is necessary to enable the student to undertake the higher degree by research
- the claim must be made within **six (6) months** from the commencement date of the RTP

### **Expenditure that can be claimed:**

- one way economy class or student airfare to Sydney, or a per kilometre allowance for one direct trip for travel to Sydney by car
- expenses for moving personal items to Sydney

### **Expenditure that cannot be claimed:**

- petrol, accommodation or meal costs en route if the travel to Sydney is by car
- temporary accommodation costs on visiting or arrival
- storage costs for personal items
- relocating within the Sydney metropolitan area (for example, from Bondi to Camperdown) *\*See below for a list of postcodes that cannot be claimed to be outside the Sydney metropolitan area*

### **Amount of allowance (in the form of reimbursement):**

- up to \$515 for each eligible adult
- up to \$255 for each eligible child
- the maximum total value of relocation expenses that a student may receive is \$1,485

### **Claim procedure:**

- submit your claim to the Higher Degree by Research Administration Centre (HDRAC) [athdrac.scholarships@sydney.edu.au](mailto:athdrac.scholarships@sydney.edu.au) providing these details:
  - names of people and relationship with the RTP holder
  - expenditure items
  - registration number, make and engine capacity of the vehicle, date of travel and kilometres driven for travel to Sydney by car
- attach tax invoices (with the supplier's ABN) showing date of travel (for airfare) or removal and receipts
- enter your bank details under the *My Finances* tab of your Sydney Student portal
- for approved claims, a reimbursement will be sent to your bank account within four (4) weeks of submitting your relocation claim

### **Contact us:**

Higher Degree by Research Administration  
Centre (HDRAC) Level 5, Jane Foss Russell  
Building G02 The University of Sydney NSW  
2006  
Telephone +61 2 8627 4343  
Email [hdrac.scholarships@sydney.edu.au](mailto:hdrac.scholarships@sydney.edu.au)

Postcodes which are ineligible for the relocation allowance claim outside the Sydney metropolitan area:

<b>Macarthur region</b>	
Campbelltown	2560
Ingleburn	2565
Minto	2566
Narellan	2567
Camden	2570
<b>Outer western suburbs</b>	
Mulgoa	2745
Kingswood	2747
Castlereagh	2749
Penrith	2750
Silverdale	2752
Richmond	2753
North Richmond	2754
Windsor	2756
Kurrajong	2758
Erskine Park	2759
St Marys	2760
Glendenning	2761
Quakers Hill	2763
Riverstone	2765
Rooty Hill	2766
Parklea	2768
Minchinbury	2770

# HDR Research Training Program (RTP) relocation allowance claim

Please read the guidelines before lodging a claim

## STUDENT DETAILS

Surname	
Given names	
Student ID number	
Payroll number	
University email	
Other email	
Best contact telephone number	
Faculty	
School/department	
Degree	
Name of scholarship(s)	
Student's signature	

**Are you claiming the relocation expenses for your partner or children? If yes, please provide the name/s of the people and detail the relationship you hold with them below.**

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**Please list the expenditure items you wish to claim and attach tax invoices (with suppliers ABN) showing date of travel (for airfare) or cost for one direct moving cost to Sydney by car. Please also provide proof of payment receipts.**

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**Confirm you have updated your bank details under the My Finances tab of your Sydney Student Portal.**

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## Vendor EFT Details

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To ensure prompt payment via Electronic Funds Transfer (EFT), the University requests the following:

Name of Bank/Credit Union/Building Society:

Address/Branch of Bank/Credit Union/Building Society:

  

6-digit Bank/State/Branch (BSB) No.:

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Your Account Number (this may be no longer than 9 digits):

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Name of Account:

  

NAME: \_\_\_\_\_ STUDENT NUMBER: \_\_\_\_\_

PHONE NUMBER/S: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**Conditions of The University of Sydney Direct Credit process:**

1. The University of Sydney is under no obligation to verify the above bank details.
2. Changes in the above particulars are to be notified immediately to The University of Sydney in writing.
3. Payment will be deemed to have been made when The University of Sydney has instructed its bank to credit the account.
4. The University of Sydney will not be responsible for delays in payment or errors due to factors outside the reasonable control of The University of Sydney.
5. The customer agrees to pay to The University of Sydney on demand any payments credited to the customer in error. The University of Sydney reserves the right to set off the amount of any overpayment made in error against any future debt or liability owing to The University of Sydney by the customer.
6. The University of Sydney reserves the right at any time to terminate or suspend this EFT payment system and to pay by any other manner which The University of Sydney may determine from time to time.