

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) at hdrac.scholarships@sydney.edu.au proving 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

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

Macarthur region	
Campbelltown	2560
Ingleburn	2565
Minto	2566
Narellan	2567
Camden	2570
Outer western suburbs	
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