

Student Placement Reimbursement



At the completion of your placement use this form to request reimbursement for travel and accommodation expenses. Scan the form with receipts of expenses and email to cnhs.placements@flinders.edu.au with your **student ID number** and **“Placement Reimbursement Claim Request”** in the subject heading. The WIL team are unable to process your reimbursement without including this in the subject heading. Payments are processed within 4 weeks of submitting your form.

1. STUDENT DETAILS

Name: _____ Student number:

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Email: _____@flinders.edu.au Phone: _____

Address: _____

Placement Topic: _____ Indicate if you are an: International or Domestic student

Placement Location: _____

2. CLAIM DETAILS

Reason for expense: Travel and/or accommodation expenses incurred while on placement			
Expense type and description	Amount AUD	Evidence provided?	Project code
Did you travel within SA with a private vehicle?:		Yes/No If No please complete section below	08693
Travel expenses		Yes/No	08693
Project -based placement (Topic coordinator evidence required)		Yes/No	08693
Accommodation expenses		Yes/No	08693
Total	\$		

3. FINANCIAL SUPPORT RECEIVED

Have you received financial support for this placement via a stipend or scholarship: Yes or No

If yes please indicate the amount received \$ _____ AUD

4. FINANCIAL INSTITUTION DETAILS

Australian accounts only (for payment to an international bank account, attach an [International Bank Account Details](#) form)

Institution name: _____ Name of account holder: _____

BSB: _____ Account number: _____

5. DECLARATION

I certify that the above expenditure details are correct and I have attached supporting documentation. This is the only claim I have made, or will make for these expenses.

Student signature: _____

Date: _____