This document outlines the process for obtaining reimbursement of up to $1000 towards the purchase of a laptop computer.

Are you eligible? - Students who commenced HDR studies in 2010 and who are enrolled in one of the following degrees are eligible to apply for this funding support:
- PhD
- DPsych (Clinical Neuropsychology)
- DPsych (Clinical Psychology)

A student must have already purchased the laptop computer.

Up to a maximum of $1000 will be reimbursed. For example
1) if the student purchased a laptop at a cost of $1400 they will only receive $1000 reimbursement and will be expected to cover the remaining cost.
2) if the student paid only $950 for their laptop they will only receive $950 in reimbursement.

In accordance with Corporate Finance guidelines:
- All original documentation detailing the purchase must be presented.
- Must have compliant tax invoice/receipt attached (ie have somewhere on the receipt "Tax Invoice")
- Claims will not be recognised if the reimbursement is claimed more than six months after the date of expenditure.
- If you would like the original receipt returned please let us know.

Complete the attached claim form, taking care to complete all highlighted fields.

**Claimant's Signature:** is the student's signature  
**Authorisation of Supervisor signature:** is the student's School appointed supervisor

Forward completed form **ALONG WITH ORIGINAL INVOICES** for the purchase of the laptop to
Cheryl Roberts  
School of Psychology & Psychiatry  
Bld 17  
Clayton Campus

Prior to processing Cheryl will confirm your enrolment status and commencement date.

Student should receive payment within 3 weeks of submission
### Claim Form - $50 minimum
(Supporting documentation must be attached)

[| SUPPLIER NUMBER | DOC. TYPE | POSTING DATE | CURR. CODE | DOCUMENT NUMBER |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[| DOC. DATE | DOCUMENT REFERENCE |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(Financial Services Use Only)

(Centres to Complete)

<table>
<thead>
<tr>
<th>Title</th>
<th>Student No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name 1</td>
<td>Banking Detail (electronic transfer of funds)</td>
</tr>
<tr>
<td>Name 2</td>
<td>Account Name</td>
</tr>
<tr>
<td>Street</td>
<td>BSB:</td>
</tr>
<tr>
<td>City</td>
<td>Account Number:</td>
</tr>
<tr>
<td>Region</td>
<td>Postcode:</td>
</tr>
<tr>
<td>Country</td>
<td></td>
</tr>
</tbody>
</table>

[Leave blank for today's date]
[Record SAP generated Document Reference]

Attachment must be forwarded with Cheque (tick as required)

<table>
<thead>
<tr>
<th>DATE</th>
<th>PARTICULARS OF SERVICE</th>
<th>CURR CODE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>School contribution to Laptop computer purchase</td>
<td>AUD</td>
<td>$1000.00</td>
</tr>
</tbody>
</table>

CLAIM ALLOCATION:

<table>
<thead>
<tr>
<th>Account*</th>
<th>Centre</th>
<th>Fund</th>
<th>Tax Code</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>739001</td>
<td>M54002</td>
<td>3234003</td>
<td>P1</td>
<td>1000.00</td>
</tr>
</tbody>
</table>

TOTAL $1000.00

Vendor Text

*insert name* (optional – max. 50)

Line Item Text

*insert name* (optional – max. 50)

CLAIMANT’S SIGNATURE

I, being the person whose name and signature appears above or the person having an account paid on his/her behalf, certify that 100% of the above claim is for University purposes, and that the claim has not been claimed elsewhere.

Date / / 

AUTHORISED BY CLAIMANT’S SUPERVISOR

I certify that I am the person to whom the claimant reports and that I have checked the contents of this claim and can confirm that the expenditure has been incurred for appropriate University purposes.

Verified by: 

ACTIONED BY:

VERIFIED BY: 

AUTHORISED FOR PAYMENT BY DELEGATED OFFICER

I, as the authorising officer have checked the contents of this claim and believe it to be in line with the University Policy.

_Ext. ________

_Ext. ________

_Ext. ________

(Date)