

Travel Support

Travel Support payment is for one return trip from home (or Adelaide if from outside of South Australia) to the placement town. ie Adelaide to Port Pirie and return to Adelaide.

Who is eligible

The UniSA DRH provides travel support to domestic Allied Health and Nursing students from all universities and Vocational Education and Training organisations who, as part of their studies, are required to complete a **full-time** placement of **2 weeks or greater** within a rural setting.

Students on a long term placement of 6 weeks or greater, who are required to return to Adelaide for University course related issues eg meeting with tutor/lecturer must have confirmation in writing from your tutor/lecturer before claiming extra support payments.

Should you be required to return to Adelaide for course related activities during your placement, contact DRHStudents@unisa.edu.au for more information.

If you have prepaid for a bus or plane ticket you are required to send receipts with your forms.

Payment amounts for travel support vary based on RA codes of the placement town.

- RA2 Inner Regional = \$100
- RA3 Outer Regional = \$150
- RA4 Remote = \$200
- RA5 Very Remote = \$250

How do I apply

Complete the attached 2 forms:

- Student and Travel Details,
- Expenditure Claim.

Completed forms along with receipts should be forwarded to:

Department of Rural Health
University of South Australia, Whyalla Campus
111 Nicolson Avenue
Whyalla Norrie SA 5608
OR
Fax: (08) 86478156
OR
Email: DRHStudents@unisa.edu.au

For more information please contact:

Department of Rural Health
T: 1800 905 825
E: DRHStudents@unisa.edu.au

This information is required to support your claim for Travel Support Payment, please ensure you attach receipts bus or plane travel. Terms and Conditions apply.

STUDENT DETAILS		
Title (Mr/Miss/Ms/Mrs)		
First Name		
Surname		
Student ID		
Address Number, Street State & postcode		
Email Address		
Telephone	H/W	Mobile

PROGRAM DETAILS	
Program Name	
University	

TRAVEL DETAILS		
Vehicle Registration number		
Date	Time	
Departed from		
Destination		
Date	Time	
Departed from		
Destination		

Signed:	Date:
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Travel during placement cannot be claimed unless it is related to your placement.

This support is not available to you to travel home on weekends to visit family members, to attend festivals or parties.

For Office Use only:

	Initials	Date	Time
Application Received			

Please complete the shaded sections

EXPENDITURE CLAIM : Travel Support Payment				
Payment to: (PLEASE PRINT FULL NAME)				
Address: (Number, Street, Suburb, State, Postcode)				
Email Address:				
Student ID No: (IF APPLICABLE – APPLIES TO CRITERIA 1 BELOW)				
Expenditure Details	GST Code	Sub Ledger	Cost Centre – Item Code	Amount \$
Travel Support Payment	N	AD	076434 - 1701	
Total for Payment				
Requirement for Withholding Tax: Where an ABN is not able to be quoted, 49% of the payment must be withheld unless one of the following items applies. Please choose one of the following criteria:				
1. <input type="checkbox"/> Reimbursement to student / visiting scholar (must attach an original tax invoice/receipt for the expense incurred). 2. <input type="checkbox"/> ABN not required for amounts that do not exceed \$50.00. 3. <input type="checkbox"/> Payment represents residential rent. 4. <input type="checkbox"/> Statement by Supplier (private declaration) provided (where the recipient has no ABN) for payments above \$75.00. 5. <input type="checkbox"/> Prize for which services were not rendered (attach supporting documentation). 6. <input type="checkbox"/> Donation (receipt documenting the donation is attached). 7. <input type="checkbox"/> Payment to an income tax exempt charity or government organisation. 8. <input type="checkbox"/> Refund to customer. Refunds of previously taxed revenue items require an Adjustment Note.				
PAYEE BANK ACCOUNT DETAILS				
Account in the name of:				
Bank:				
Branch:				
BSB number (6 digits):				
Account Number (maximum of 9 digits):				
AUTHORISATION				
I certify that the above expenditure is incurred for official University purposes, is correctly coded and is supported by appropriate documentation.				
Preparer/Claimant's Name (print)		Preparer/Claimant (signature)		
Date		Date		