



HDR Allowance Expenditure Request Form

HDR Allowance Funding is a source of funding available to HDR candidates for the purchase of goods and services that directly support progression and completion of a HDR project.

Expending HDR Allowance Funding is initiated using this form. Please discuss with your supervisors and complete Section 1 – 6 with required approvals before making any purchases in Section 7.

For step by step guide on the process, please see the AskUOW article [How do I access HDR Allowance Funding?](#)

SECTION 1: CANDIDATE DETAILS

Candidate Name:							Student No:		
Degree:	<input type="checkbox"/>	MPhil	<input type="checkbox"/>	PhD	<input type="checkbox"/>	PhD(I)	<input type="checkbox"/>	Other:	
Faculty:									
School:									

SECTION 2: EXPENSE PROPOSAL

Please provide a description and maximum cost for items that the University will cover in relation to your expenditure. This includes items you pay for and will seek reimbursement from the University. Costs that you will cover from personal funds and not seek reimbursement for, do not need to be listed in this budget.

Supporting documentation including quotes, tax invoices, and/or conference information must be attached.

The University supports HDR candidates, through the UOW HDR Allowance Funding. The financial support you receive over the life of your candidature is dependent on several variables.

Prior to submitting a request for HDR Allowance Expenditure, candidates should consult with their supervisor and/or Faculty support staff about the amount that you can request.

Complete only the sections that are applicable.

EXPENSE TYPE	EXPENSE DETAILS		MAX. COSTS (AUD)
Travel - Flight	<input type="checkbox"/> Domestic	<input type="checkbox"/> International	\$
	Countries/Places to visit:		
	Purpose of the travel:	<input type="checkbox"/> Conference <input type="checkbox"/> Data Collection <input type="checkbox"/> Other (please specify)	
	Travel dates:		

Accommodation		\$
Other travel costs <i>(please specify)</i>		\$
		\$
Conference registration	Conference name:	\$
	Conference date:	
	Conference location:	
Thesis editing		\$
Data collection costs		\$
Other costs <i>(please specify)</i>		\$
		\$
		\$
Total HDR Allowance requested from the University		\$

SECTION 3: CANDIDATE DECLARATION

I declare that these costs directly support my HDR research project.

HDR CANDIDATE STATEMENT			
<i>Outline how presenting at this conference / undertaking this visit or activity / making this purchase will benefit your research.</i>			
HDR Candidate Signature		Date	

SECTION 4: SUPERVISOR APPROVAL

I confirm that the HDR candidate is making satisfactory progress, and that this funding request directly supports the research project and complies with relevant University policies.

POSITION	NAME	SIGNATURE	DATE
<input type="checkbox"/> Principal Supervisor			
<input type="checkbox"/> Co-Supervisor			

SECTION 5: FUNDING CONFIRMATION

Please provide the project code & task number associated with the HDR allowance funding for you or your research group, and indicate that your funding availability has been confirmed in the table below. Please see the following process for HDR candidates from different faculties to obtain the funding confirmation.

For ASSH and BAL HDR Candidates:

Please forward this request form to UOW Financial Services Division via ma_request@uow.edu.au or [Service Now](#) to check that there are sufficient funds available for the requested expense as outlined in Section 2, and obtain the project code & task number associated with your HDR allowance funding. [AskUOW article](#) has a sample email if required.

For EIS HDR Candidates:

Please forward this request form to the Account Owner to check funds availability and obtain their approval in the table below with their signature. The Account Owner will be able to provide you the project code & task number associated with the HDR allowance funding for your research group.

PROJECT CODE & TASK NUMBER				
FUNDING AVAILABILITY CONFIRMATION				
My funding availability for the requested expense as outlined in Expense Proposal section has been confirmed by:				
ASSH or BAL	<input type="checkbox"/> Financial Services Division - please attach the confirmation from Finance			
EIS	<input type="checkbox"/> Account Owner	Name	Signature	Date

SECTION 6: FACULTY APPROVAL

Faculty approval from the Head of Postgraduate Studies is required for all HDR Allowance expenditure in ASSH and BAL.

I approve this HDR allowance expenditure request.

POSITION	NAME	SIGNATURE	DATE
Head of Postgraduate Studies			

SECTION 7: PURCHASE & PAYMENT

7.1 PRE-TRIP APPROVAL

If your expenditure includes any costs related to a travel (e.g., flights, accommodation, conference registration), you must complete a **Pre-Trip Approve (PTA)** request before making any purchases.

After self-registering in [UOW Travel Hub](#), submit your travel request and attach:

- this approved form
- funding availability confirmation email from Finance (for ASSH and BAL)

Travel Hub routes approvals to authorised officers under the Delegations of Authority Policy. This step is required even if the same staff have approved this request form.

For more details, see: [‘How do students self-register for Travel Hub?’](#)

7.2 PURCHASE OPTIONS

Purchases may only be made once this form (and the PTA, if required) has been fully approved. Upon receiving full approval, you may proceed with the purchase using one of the methods outlined below.

Travel Hub Purchase

Travel Hub must be used for all flights funded by the University. Accommodation and some ancillary travel services can also be booked by the University Travel Agent through Travel Hub.

Once your travel request has been approved, you can return to the FCM Pre-Trip Approve tool to complete your booking.

Questions? Submit a ticket to Financial Services at [ServiceNow](#). For more details, see: [‘How do I use the Travel Hub?’](#)

Non-Travel Hub Purchase

For HDR expenses not booked through the University’s travel agent, you may use the following methods:

Out of Pocket Purchase

You may use personal funds and submit your reimbursement request to ‘Accounts Payable’ via [ServiceNow](#). Please attach:

- receipts
- this approved form
- funding availability confirmation email from Finance (for ASSH and BAL)

For more details, see: [‘How can students and guests be reimbursed for out of pocket expenses?’](#)

Supplier Invoice

Email the supplier’s invoice, this approved form, and funding confirmation to the Financial Services team at uowap@uow.edu.au.

New suppliers may require extra time to setup. Existing supplier payments are made within 30 days.

UOW Credit Card

If a purchase needs to be made using a credit card, you can either:

- contact your supervisor or Faculty support staff to arrange payment via a UOW corporate credit card. This is recommended for conference registrations to avoid delays; or
- request assistance from the Graduate Research School (GRS) to process the payment using the GRS credit card.

To request GRS assistance, please email your credit card payment request to the GRS at graduate-research-school@uow.edu.au, and attach the following documents:

- payment details
- this approved form
- funding availability confirmation email from Finance ((for ASSH and BAL)
- Pre-Trip Approval email (if the cost is related to a travel)