



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:	Click here to enter text.								
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.

BAL candidates also require approval from the Associate Dean (HDR) for expenditure over \$500.

I approve this HDR allowance expenditure request.

POSITION	NAME	SIGNATURE	DATE
Head of Postgraduate Studies			
BAL ONLY - Over \$500: Associate Dean (HDR)			

SECTION 7: PURCHASE & PAYMENT

Once all required sections and signatures on this form have been completed, your HDR allowance expenditure request is fully approved to purchase.

You can make the following purchases:

Travel Hub Purchase:

[UOW 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.

Please submit your travel request in [Travel Hub](#) after self-registration. You must attach this fully approved request form and the funding availability confirmation email from Finance as supporting documentation to your travel request.

The Travel Hub system seeks approvals from officers with delegated authority to approve travel. This may be staff who have already approved this expenditure request but is required for travel request under the Delegations of Authority Policy.

If there are any questions about travel booking, you can submit a ticket to Financial Services at [ServiceNow](#). More information about Travel Hub and booking travel is available at [‘How do I use the Travel Hub?’](#) article.

Non-Travel Hub Purchase:

HDR expenses other than those booked through the University travel agent, can be purchased using any of the following methods.

Out of Pocket Purchase

You can purchase with your own funds and seek reimbursement using [ServiceNow](#).

Please submit your reimbursement request to the Financial Services Division using a [ServiceNow](#) ticket and selecting the option to send the request to “Accounts Payable” team. Please ensure you have attached receipts, funding availability confirmation and this fully approved request form in the ticket. More information is available at [‘How can students and guests be reimbursed for out of pocket expenses?’](#) article.

Supplier Invoice

Request payment of an invoice by emailing the supplier invoice, funding availability confirmation and this fully approved request form to the Financial Services team at uowap@uow.edu.au.

If the supplier is a new supplier to UOW, please allow extra time for new supplier on-boarding process to be completed. If the supplier is an existing supplier, payment term is 30 days from invoice date.

For conference registration fee, it is encouraged to talk to your supervisor and arrange the payment via UOW corporate credit card to avoid delay.

Use a GRS Credit Card:

If a purchase needs to be made with a credit card, the Graduate Research School (GRS) can provide assistance to candidates.

Please email your credit card payment request to the GRS at graduate-research-school@uow.edu.au, attaching the payment details, funding availability confirmation and this fully approved request form. GRS will liaise with you to make the payment using the GRS credit card.