

# 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](mailto: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 completed documents.

## 1. STUDENT DETAILS

Name:	Student number:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Email:	@flinders.edu.au	Phone:					
Address:							
Placement Topic:		Indicate if you are an: International <input type="checkbox"/> or a Domestic <input type="checkbox"/> student					
Placement Location:		Duration (wks)		and dates of placement:		to	

## 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? Please tick: Yes No		N/A for SA based rural placements (predetermined fuel reimbursement)	08693
Travel expenses (please pick the location from the dropdown box)		<input type="checkbox"/> Yes <input type="checkbox"/> No	08693
Travel expenses relating to interstate placement		<input type="checkbox"/> Yes <input type="checkbox"/> No	08693
Project-based placement OR Intra rural travel-based placement (written evidence mandatory)		<input type="checkbox"/> Yes <input type="checkbox"/> No	08693
Accommodation expenses		<input type="checkbox"/> Yes <input type="checkbox"/> No	08693
<b>Total</b>	<b>\$</b>		

## 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: