

2018 PRAXIS Travel Subsidy Claim Form

This form is to be used by SCU Students who presented at the 2018 PRAXIS Conference (Gold Coast) and are claiming reimbursement from SCPA for travel-related expenses. To be eligible to claim for the travel subsidy, please check the Travel Subsidy Policy on our website www.scpa.net.au. All receipts, tax invoices and other relevant documentation must be attached to this form. Please return all documentation for processing to email scpa-conference@scu.edu.au.

Must fill out all personal details

Name	First:	Surname:
SCU Student ID		
Contact Number		
Email Address		
Home Address		
Vehicle Registration No. <small>(If claiming Private Vehicle Km's)</small>		

Must fill out all sections relevant to your claim

Type of Transport Claiming	Item Description: <small>Include Carrier, transport company, place of origin & destination (Gold Coast), one way or return trip, estimated km's, dates and times (departures and arrivals both ways).</small>	Amount Claiming including GST
Airfare Ticket Claim <small>At lowest comparable price</small>		\$
Private Vehicle Km's Claim <small>*Can only claim from home address or nearest Campus, return. SCPA will use online travel calculator to check km's claimed at a rate of 11c per/Km*</small>		\$
Bus Ticket Claim <small>At lowest comparable price</small>		\$
Rail Ticket Claim <small>At lowest comparable price</small>		\$
Total Claim (Inc GST)		\$

Transfers to and from mode of transport and/or venue, or any parking expenses are not covered by the SCPA and are at the expense of the traveller/s

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Must fill out all Student Payment Details

Student Payment Details - This section is to be completed by SCU student presenters only. - Payment method is by Direct Deposit to nominated bank account only.	
Bank Name	
Account Name	
BSB Number	
Account Number	

Must Sign and Date Claimant Declaration

Claimant Declaration			
I declare that: <ul style="list-style-type: none"> ▪ The expenses were for the 2018 SCPA PRAXIS (Gold Coast) travel purposes only and are in accordance with the 2018 SCPA Travel Subsidy Policy. ▪ All receipts and tax invoices are attached. ▪ This is the only claim I have made, or will make, for these expenses. ▪ My personal details and payment details are correct. ▪ I am an SCU student who presented at the 2018 SCPA PRAXIS (Gold Coast) and am claiming reimbursement of travel expenses I incurred. 			
Claimant's Signature:		Date:	

Please complete the travel subsidy form and email to scpa-conference@scu.edu.au including PDF copies of all receipts, tax invoices etc. The SCPA will endeavour to reimburse the travel subsidy claims to the nominated bank account once the conference is complete and within 15 Business Days of receipt of the claim. All claims must be submitted before the closing date of 6/07/18.

2018 SCPA Conference Travel Subsidy Claim Form Approval subject to:

- 2018 SCPA Conference Travel Subsidy Policy
- 2018 SCPA Funds
- Change determined by 2018 SCPA Committee

If you have any questions about this Form please contact the SCPA on

☎ 02 6659 3900 ✉ scpa-conference@scu.edu.au

www.scpa.net.au