

HDR Consumables Reimbursable Items List

For Higher Degree by Research students

This document details the general parameters of the reimbursable items claimable by HDR students as part of the Support for Consumable and Fieldwork, but is not an exhaustive list. It should be read in conjunction with the *Guidelines for Essential Facilities* available at <http://research.curtin.edu.au/postgraduate/current-students/policies-procedures/>.

Reimbursable items:

- Travel*, accommodation, and living expenses related to fieldwork;
- Stationery, photocopying, printing and postage;
- Transcription from interviews, and translation services;
- Lab consumables purchased through an approved University provider (where not provided by the Enrolling Area);
- Workshops and training courses (including registration, travel, accommodation and living);
- Specialist textbooks/manuals, journals (where not readily available in the Curtin Library);
- Phone costs – Purchase of phone cards for participation calls to survey recipients (where access to a Curtin phone is not available);
- Professional subscriptions for the duration of study;
- Thesis binding, editing and proof-reading costs;
- Research incentives (e.g. movie tickets/vouchers for participants) on the express written permission (email) of the supervisor (this will never include tobacco or alcohol);
- Creative production costs - e.g. Art and design equipment and supplies (inclusive of set design, technical support, post-production/editing, studio hire, film/developing);
- Travel* for off-campus students to supervisory meetings (this may extend to travel interstate or overseas where relevant);
- Specialist software (project specific);
- Safety equipment (project specific); and/or
- Conference related expenses* where the Doctoral Conference support funding has already been utilised.

* Students will adhere to Curtin's Travel Policy, and all travel will be coordinated with an official Curtin Travel Facilitator.

Non-reimbursable items:

- Home internet access;
- Personal computer, computer hardware, mobile devices, tablets, and cameras;
- Laboratory equipment;
- Journals (available through the library);
- Local consumables and lab expenses which are charged through overall consumables allowance at the school level;
- HDR student parking costs incurred on a Curtin campus;
- Student Services Amenities Fee (SSAF); and
- Incremental costs relating to family travel and incidentals.

If the item you wish to claim reimbursement for does not appear on this list, you may seek clarification from GRS.CurrentStudents@curtin.edu.au.