

MCRRH Nursing and Social Work Travel Subsidy Claim Form

Completed form to be emailed to operations.mcrrh@jcu.edu.au

Date Submitted: _____

Family Name: _____ First Name: _____

Student Number: _____ Mobile Number: _____

Email Address: _____

Home Address: _____

Residential Block Start Date: _____ Residential Block End Date: _____

Residential Block Location: _____

Subject Code : _____

Coordinator Name: _____ Email address: _____

Total Subsidy Entitlement: **\$500**

ELECTRONIC FUND TRANSFER DETAILS

This payment will be made directly into your nominated bank account. Payment can take up to one month.

Account Name: _____

Bank Code (BSB): _____ Account Number: _____

Location: _____ Bank Name: _____

Bank Address: _____

Signature: _____ Date: _____

JCU MCRRH INTERNAL USE

OPF: _____

Financial Delegate

Name: _____ Signature: _____ Date: _____

Travel Subsidy payments – Terms and Conditions

James Cook University (JCU) nursing and social work students who are required to attend compulsory residential blocks in Townsville or Cairns to complete practical learning sessions may be eligible to receive a travel subsidy payment to assist with travel costs.

An amount of \$500 including GST is available per eligible student per approved residential block.

Eligibility and Conditions

The travel subsidy guide is for JCU nursing and social work students who are:

- Attending residential learning blocks in Townsville or Cairns that are mandatory for the completion of the course.
- Only students who successfully complete the residential blocks are eligible to claim the travel subsidy.
- The travel subsidy is for return trips from their usual place of residence in any of the locations within MCRRH's footprint
- This subsidy payment is applicable to JCU students only and does not cover other disciplines or residential blocks in other campuses.

Requirements for Payment

- Written proof of completion of the residential block.
- A completed and signed MCRRH Nursing and Social Work Student Travel Subsidy Claim Form.
- The Travel Subsidy Claim Form must be submitted for processing within three (3) calendar months of the date the residential block is completed.
- Incomplete, unsigned, or late submissions may result in delayed or forfeited payment.
- Students can submit the Travel Subsidy Claim Form prior to commencement of the residential block but it will only be processed after completion of the block.

General Conditions

- An amount of \$500 including GST will be paid to all eligible students who submit their claims as per the guidelines provided. As this is not a reimbursement, students are expected to cover any additional expenses exceeding this amount.
- The amounts and conditions of the subsidy are not negotiable.
- Students can choose any mode of transport to travel to and from the residential block location but are responsible for organising and paying for their travel to the residential site.
- Any misrepresentation or falsification of documentation may result in disqualification from the travel subsidy payment and referral to the university for potential misconduct.
- Students must comply with all university residential block requirements for the full duration of the block.

By accepting the travel subsidy payment students agree to these terms and conditions and acknowledge that payment is contingent upon fulfilling all outlined requirements.