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IINSW Carers' Support Fund

1. Purpose

The UNSW Carers' Support Fund is intended to enable UNSW academic and professional employees and UNSW Higher Degree Research (H o@.18 H oeploy21 0 0 1 128.18 5@.42 Tm0 g0 G(S)-4(u)8(p)-3(p)7(o)-5(rt/1)28.18

- 3.5. Not have received a previous grant under the fund in the current calendar year.
- 3.6. Not have the caring fund granted for the same dep2e curre2(r)-@a1(c)-@a)-@)4(e)ETan

- b) Applicants are eligible for one grant only per calendar year.
- c) A grant in any given year does not guarantee that applicants will receive future grants in subsequent years
- d) It is the responsibility of the grant recipient to ensure that all travel and other expenditure complies with UNSW's <u>Travel Policy</u> and <u>Procedure</u>, and UNSW's <u>Business Expense Policy</u> and <u>Procedure</u>. Specifically, applicants are responsible for paying any private component of travel which is equal to or greater than 50% of the duration of the trip.

5.3 Inclusions

Extraordinary caring costs

the following:

a) Additional days / hours of care provided to a dependent child/r



Click on 6iiVX] °gZXZ′ei multiple times to attach supporting documentation: Application, Acquittal Form, Receipts/Invoices Letters of pre-approved caring costs

b) HDR Students

Log in to myUNSW with your zID and password

Click 'My Student Profile

In the section 'Services for Students,' click Finance Expense Reimbursement button

Click Student Expenses! which will open the form

In the Expense Type: Carers Support Fund

In the Business Purpose: [enter relevant career development activity, e.g., conference]

Enter Fund: OP001

Enter Department: AIMH

Enter Project (search by 'code'): PS58098

Amount: [enter pre-approved amount]

Attach all supporting documentation from application

- 8.7 Once final approval is made, expense claims will be reimbursed

