



UNSW Carers' Support Fund

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1. Purpose

The UNSW Carers' Support Fund is intended to enable UNSW academic and professional employees and UNSW Higher Degree Research (H o9.18 H oeploy21 0 0 1 128.18 59.42 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)-0a1(c)-04(e)ETan

Click on the 'Add Attachment' button 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

8.6 Expense claims will be approved via SAP Concur or NSF by the Access, Equity & Inclusion Team at the time of claim submission and will be forwarded to the Head of School for final approval.

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